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**BULLETIN**

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OF THE

**AMERICAN LIBRARY  
ASSOCIATION**

**VOLUME XV**  
**JANUARY-NOVEMBER, 1921**

AMERICAN LIBRARY ASSOCIATION  
78 E. WASHINGTON STREET  
CHICAGO  
1921

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# BULLETIN

OF THE

## AMERICAN LIBRARY ASSOCIATION

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VOL. 15, No. 1

CHICAGO, ILL.

JANUARY, 1921

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The Next Conference  
Financial Reports  
Mid-Winter Meetings

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PUBLISHED SIX TIMES A YEAR.

FREE TO MEMBERS.

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## A. L. A. CONFERENCE, 1921

Swampscott, Massachusetts, June 20-27

THE FORTY-THIRD ANNUAL CONFERENCE of the American Library Association will be held at the New Ocean House, Swampscott, Massachusetts, June 20-27, 1921.

Swampscott is twelve miles from Boston and is one of the "finest among the many summer resorts along the beautiful North Shore. Here, facing the wide expanse of Massachusetts Bay, and fronting upon a broad curving sandy bathing beach, stands the New Ocean House, a long-established, well-known and widely popular resort hotel. During the past two years it has been greatly enlarged, re-arranged and beautified, its capacity much increased. With expanded facilities, its attractive environment makes it an ideal spot for a restful summer sojourn by the sea."

"The New Ocean House consists of two distinct portions: the Main Hotel, and the Annex, a splendid seven-story building. The Main Hotel has 160 rooms and 80 bathrooms, the Annex 68 rooms and 66 bathrooms. For the accommodation of patrons who prefer the privacy of cottage life, there are upon the grounds of the hotel, and in close proximity to it, four cottages of from eight to twelve rooms each."

Mr. Faxon, chairman of the A. L. A. Travel Committee, reports that "the hotel can accommodate, in its main house, seven-story fire proof annex, and four private cottages, 705 people provided there are two in all rooms, and, in the larger rooms, with the aid of cots, three, four, five and six young ladies are quartered." "I feel sure," Mr. Faxon says, "that with the size of the rooms and the facilities, there will be no kick about thus doubling up *in the few big rooms.*"

Other hotels and boarding houses within reasonable distance will accommodate perhaps 600 more.

The dates, June 20-27, were selected by the Executive Board because they will not interfere with most college commencement exercises.

Special railroad rates may be available; it is too early yet for definite information. In any case Swampscott is included among the New England summer resorts to which regular summer tourist rates are sometimes available after the first of June.

The program is in the making. Only one thing is certain, namely, that a conference near Boston will inevitably have a distinctly "literary" flavor. It may perhaps be not too much to hope that librarians this year will have an opportunity to be entertained by some of New England's most distinguished men of letters.

In selecting the meeting place for 1921 the Executive Board considered numerous hotels and cities.

An invitation from Southern librarians to meet somewhere in the South was given special attention. Richmond and Asheville were both able to offer satisfactory accommodations, but the Board, remembering Washington and Louisville, thought a Southern meeting must necessarily be an early meeting. This seemed particularly undesirable in 1921, in view of the fact that the meeting in 1920 was so early as to be a great inconvenience to college librarians. The Board also took into account the fact that the President this year is connected with a University, and must, in spite of her presidency, conform to university schedules.

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Mr. M. S. Dudgeon states that those who go to A. L. A. and other meetings at the expense of cities or states or at the expense of the federal government are entitled to get railroad tickets without tax.

## CHICAGO MID-WINTER MEETINGS

The Mid-winter meetings at Chicago were attended by 238 persons. The A. L. A. Council held two sessions one of which was a joint meeting with the League of Library Commissions. The League of Library Commissions held two other meetings and there were one or more conferences of the University Librarians, the College Librarians and the Normal School Librarians. Meetings were also held by the Executive Board, the Publishing Board and the Committee on Education.

### JOINT MEETING OF COUNCIL AND LEAGUE OF LIBRARY COMMISSIONS

December 28, 1920

An open meeting of the Council and League of Library Commissions was held at the LaSalle Hotel, December 28, 1920.

Miss Alice S. Tyler, president, presided.

#### Library Support and Library Revenues

Mr. S. H. Ranck of Grand Rapids, Mich., read a paper on "Sources and Responsibilities of Library Revenues."

This was followed by a paper on the same subject by Judge Ora L. Wildermuth of Gary, Ind.

It is expected that both of these papers, in part at least, and some report of the discussion which followed, will appear in the library periodicals.

The following persons took part in the discussion: Dr. A. E. Bostwick, Miss Linda A. Eastman, Henry N. Sanborn, Miss Grace D. Rose, Miss Mary Eileen Ahern, Adam Strohm, Mrs. Elizabeth Claypool Earl, M. S. Dudgeon, Wm. J. Hamilton, Wm. F. Yust, J. L. Wheeler, Dr. Frank P. Hill, Miss Anna MacDonald, Miss Julia A. Robinson.

The President announced that the A. L. A. Conference in 1921 will be held at Swampscott, Mass., June 20-27.

### COUNCIL MEETING

December 29, 1920

An open meeting of the Council and League of Library Commissions was held at the LaSalle Hotel, December 28, 1920.

Miss Alice S. Tyler, president, presided.

*Field and Function of a National Professional Organization.* Mr. Henry N. Sanborn, Bridgeport, Conn., read a paper on this subject. (This paper has been printed in Library Journal for Jan. 15th, and a summary of it is being printed in February Public Libraries.)

Mr. H. H. B. Meyer, in discussing Mr. Sanborn's paper, said that in his opinion nothing would so advance the interest of library affairs in the vicinity of Washington as a regional association which would take in the states of Virginia, West Virginia, Maryland and the District.

Miss Ahern said "There is no question but that the Regional Association is coming. I had a strong letter this week from a librarian in the state of Nebraska who points out the fallacy of their belonging to a state association and belonging also to the A. L. A. with nothing in between. My own preference had been for one strong national association; and I may say, when I read this letter from the Nebraska librarian, I had a complete reversion to the other point of view."

"Indiana is very anxious to become a part of the A. L. A.," said Mr. William J. Hamilton, of Indianapolis. "We are not satisfied at all to have 350 or 400 members of our Indiana Library Association and only 100 or 125 members of the A. L. A. We want to see some arrangement by which every single member of the I. L. A. can become automatically a member of the A. L. A. I am very certain that any plan presented by the A. L. A. for a federation with state associations will have the hearty approval of the librarians of Indiana. We want to be a part of the national organization. We are not content with our state association alone."

The President asked whether the addition of regional meetings to the annual conferences, the mid-winter meetings and the various state meetings would not perhaps make too many library meetings, and

suggested a discussion of biennial meetings versus annual meetings.

Miss Julia A. Robinson, of Iowa, thought the Iowa Library Association would be heartily in favor of group and regional meetings. Mr. Meyer expressed the hope that regional meetings would rather reduce the total number of meetings than increase the number. His opinion was that many states might eliminate at least some of their state meetings because they would be satisfied with their regional meeting.

Serious objection to any proposed abandonment of state meetings was voiced by Miss Anna MacDonald of Pennsylvania and by others.

Mrs. Elizabeth C. Earl, of Indiana, stated that the General Federation of Women's Clubs holds national and state meetings biennially.

#### St. Louis Will Form Local Group

"My idea about regional organizations," said Dr. Bostwick, of St. Louis, "is that we should encourage the formation of local groups of members of the A. L. A. in small localities wherever we possibly can. Those groups can be formed without any authority from the A. L. A. For instance we have in mind the formation of one in St. Louis at a very early date, probably within a few weeks, and we shall do it whether we are authorized to do so by the A. L. A. or not. The people who were born in Ohio can get together in St. Louis and form an association in St. Louis and the people with red hair and blue eyes can get together and form an organization, and I can see no objection to people belonging to the American Library Association getting together and saying that they will further the interests of the A. L. A. in that locality.

"But I can see the wisdom of our laying down a few brief suggestions for their work and the way in which the organization is to be carried on."

Dr. Bostwick said that instead of having members of the Library Staff ask, "What is there in it for us to join the

A. L. A.?" they would ask, "How can I get into it?" For if they want to belong to the local organization they must first join the A. L. A.

#### Membership Dues

Several persons discussed the question of whether the A. L. A. and the various regional or state groups could have one annual membership fee, which would cover membership in all the organizations. It was suggested that it might be advisable to have one membership which includes the Proceedings in the Handbook and another membership which does not include these publications. The amount would be perhaps \$5.00 and \$2.00.

The question having been raised, the President asked how many favored an increase in the annual dues. Nearly all raised their hands but no count was taken.

Discussing the proposed plan of electing officers by mail, Mr. Ranck called attention to the fact that this sometimes results in the election of people who are well known but who will not give any attention to the business in hand.

"It seems to me," said Mr. Carl B. Roden of the Chicago Public Library, "that we might pause a moment and consider whether we are so very certain that we want to draw this straight and sharp line between a welfare organization and a professional organization. It doesn't seem to me that we are at the crossroads, the point of departure, where we have to decide whether we shall be either one or the other."

He urged that no steps be taken which will prevent the A. L. A. from "trying to preach its gospel over the country in the places where it is not the function of anyone else to preach that gospel."

Mr. Sanborn stated that Mr. Roden had misunderstood what he (Mr. Sanborn) had said in his paper, that there was nothing whatever in the suggestions made that would prevent the A. L. A. from doing what Mr. Roden had in mind.

In addition to those mentioned above, the following persons took part in the dis-

cussion: P. L. Windsor, F. P. Hill, J. L. Wheeler, C. E. Rush, J. C. M. Hanson, O. S. Rice.

**Ex-President Hadley's Suggestions**

The following suggestions from Mr. Hadley based on his presidential address at Colorado Springs, were read by the Secretary.

Some preliminary suggestions for a consideration of ways and means of bringing the American Library Association and library workers into closer relation and cooperation for their mutual benefit and for promoting the welfare of libraries in America, particularly through promoting the welfare of library employees.

It is suggested:

First: That Section 14 of the A. L. A. constitution be amended to read: "The Council shall consist of the Executive Board, all ex-presidents of the Association who continue members thereof, all presidents of affiliated societies who are members of the Association, and representatives from state, provincial and territorial library associations to be elected at the annual meetings of such associations, on the basis of one representative from the association having a membership of fifty or less, and one additional representative for each additional one hundred members, the representative in all cases to hold personal membership in the American Library Association."

"Members of such state, provincial or territorial association who belong to the American Library Association shall constitute a state chapter of the American Library Association if such is approved by vote of such Association, and local groups of American Library Association members within such state or geographical division desiring to organize may become a local chapter of the American Library Association registered under the state chapter."

Second: It is suggested that the American Library Association issue charters for the organization of these state, provincial or territorial associations as integral parts of the American Library Association and in those charters it shall define the proper and improper activities of these working units of the American Library Association.

Third: It is suggested that the American Library Association, through and with the cooperation of these state, provincial or territorial associations, endeavor to stabilize and secure fair and just salaries for employees in the various grades of library

service, and endeavor also to secure for all library employees proper hours of work per week, vacation and sick leave time.

It is suggested also that recommendations made by the American Library Association on salaries, hours of work, sick leave time, etc., be made available for local use by A. L. A. chapters, and that circular letters advocating proper salaries and working conditions be sent by the American Library Association to the individual library trustees of such library institutions as may be designated from time to time by the state or local chapters of the A. L. A.

It is also recommended that the American Library Association give personal assistance when possible and when requested to do so, to its state and local chapters when questions affecting salaries, hours of work and the general welfare of library employees are being considered by these chapters, and that the A. L. A. assist in every possible way to advance and stabilize library salaries as the means to do so present themselves in the proposed closer relations between the American Library Association and its members.

In discussing Mr. Hadley's suggestions, Dr. Bostwick said he thought the plan was too elaborate; that what we wanted was something very simple. "It seems to me," said Dr. Bostwick, "that state chapters of the A. L. A. are a great mistake. They conflict with state organizations. The associations I propose would be in towns where there are no associations."

Mr. Hamilton of Indiana expressed the opinion that a large number of state associations would be perfectly willing to merge themselves with the A. L. A. and to lose their identity as state associations.

Others who took part in the discussion on this subject were Dr. C. W. Andrews, Henry N. Sanborn, Miss Mary Eileen Ahern, S. H. Ranck, W. M. Smith, O. S. Rice, Adam Strohm, Miss Linda A. Eastman and F. W. Schenck.

**Committee on Publications**

The following report was presented:

The committee appointed to report to the Council on the constitutionality or advis-

ability of the employment of a publisher by the Executive Board, begs to report its recommendation that this matter be referred to the Publishing Board for such disposition as in its judgment may seem proper.

ARTHUR E. BOSTWICK,  
Chairman.

The other members of the Committee were Messrs. A. S. Root and M. G. Wyer.

The report was approved by a vote of 19-1.

#### Statement by Treasurer

Mr. Tweedell presented a report on the status of War Service, Enlarged Program Campaign and Books for Everybody Funds. (See pages 12-13.)

There was some discussion of the War Service Continuation work.

#### Committee on Committees

At the suggestion of the president it was

*Voted:* That the President appoint a Committee on Committees, to report to the Council.

It was understood that the purpose of this Committee is to draft a brief statement showing what is the work of each Committee, and also to make recommendations as to the Committees which should be created or discontinued.

#### LEAGUE OF LIBRARY COMMISSIONS

The annual meeting was held on December 28-29th. Thirteen states were represented.

The discussion covered, "Entrance requirements for summer schools," "Library buildings for small towns," "Branch libraries in schools," "Uniform traveling library record blanks," "Proposed legislation" (see page 16), and "Indiana minimums."

The officers elected were:

President, Wm. C. Watson, New York; first vice-president, Wm. J. Hamilton, Indiana, for 1 year; second vice-president, Mary P. Palmer, North Carolina, for 1 year; member at large, Milton J. Ferguson, California, term to expire January, 1924; secretary and treasurer, Anna May Price; members at large, terms holding over, Elizabeth Wales, Grace E. Kingsland.

A joint session was held with the A. L. A. Council on the afternoon of the 28th.

(More detailed reports will undoubtedly be found in the library periodicals.)

#### COLLEGE LIBRARIANS

The Conference of College Librarians of the Middle West was held as usual at the Hotel LaSalle, Chicago, on Monday, December 27th.

Various topics dealing with college library problems were introduced by the different members and informal discussions followed. Special mention should be given an interesting paper read by Mr. J. C. M. Hanson of the University of Chicago on the "Library of Congress Classification."

Miss Ada M. Nelson, Knox College, Galesburg, Illinois, was elected chairman for the next meeting.

#### NORMAL SCHOOL LIBRARIANS

##### Reading Lists and Exhibits

Over twenty Normal school librarians met Monday, December 27, 1920, at the La Salle Hotel to discuss the topics previously suggested.

Most of those present agreed that instead of preparing reference lists, a better way is to obtain lists prepared by larger libraries and check them. Some librarians had prepared special card indexes of fairy tales, material on picture study and stories in readers. While most of the libraries represented owned picture collections usage was about evenly divided between classification by the Decimal classification and alphabetical arrangement by subject. In many instances industrial exhibits and slides are housed in the library and it was suggested that specimens of common minerals and mounted specimens of common birds used in the elementary school also be made available through the library.

##### Teaching the Teachers

In the afternoon the time was spent discussing teaching the use of the library and similar topics. Only one librarian taught the children in grades 1-6, but more taught simple reference books to the pupils in

the Junior high school and some course was quite generally taught in the Normal schools; either the use of reference books and catalog or some simple technical work. Practice varied in teaching children's literature, some of the courses being taught by the teachers of English and some by the librarians. The demand for teacher-librarians seems to be centralized in one or two states and in these states the course is popular. In other states where there is no demand it was not taught.

Mr. Arthur Cunningham, librarian of the state Normal school at Terre Haute, Ind., was appointed chairman for next year.

#### COMMITTEE ON EDUCATION

A meeting of the A. L. A. Committee on Education was held at the Hotel LaSalle, Dec. 27-28.

It was decided to ask each State Library Association to appoint a Committee on Education to cooperate with the A. L. A. Committee on Education in developing public opinion in each state with regard to library standards. The desire is to set up standards for school library and public library cooperation to be met in each state. State aid is desirable because it gives a basis of control. Without it commissions are advisory only.

To set up the standards a survey will be taken through a brief questionnaire as to the requirements needed for education, training and experience, emphasis being placed upon equal rank with the teachers in the various communities. The standards decided upon must be backed by the A. L. A. Certification Board.

The question of the degree which should stand for graduate library work was taken up. It was decided to confer with the Association of American Library Schools. It seems advisable in view of the present urgent call for library workers to establish regional Library Schools at various state universities.

Discussion of Dr. Sherman Williams' proposed points of activity for the N. E.

A. Library Section brought out the following suggestions: 1—Substituting for "library in every school," "books in every school." It was felt that the word library would in many cases be a misnomer. 2—The salary of the school librarian to be the same as that of a teacher of equal education and professional training. 3—The training of school librarians in Normal School Libraries was questioned as lacking the view point of the Public Library work. This difficulty, however, could be obviated and the value of normal training for school librarians retained by requiring a stated amount of practice during the training period in public library work particularly in reference work and with children.

The combination of the State Departments of Education and of the library commissions seems open to danger from political influence and office holding by persons without library knowledge. When such combinations are contemplated by a state the preliminary steps should be that the State Board of Education be removed from politics and that the Commissioner of Education be thoroughly interested in library affairs.

The earnest promotion of the plans of the various education sections of the A. L. A. and of the Library Section of the N. E. A. should form a large part of the committee's work.

Finally:

1. The committee wishes to urge that each community take immediate steps to place its public librarians and its school librarians upon an equal footing with the teaching force in the community.

2. That each public library be related to the school library service.

At the request of the Chairman, Mr. Kerr sent a communication giving extensive suggestions for the future activities of the committee.

MARTHA C. PRITCHARD,  
Secretary.

HARRIET A. WOOD,  
Chairman.

## EXECUTIVE BOARD MEETINGS

Cleveland, Ohio, December 18, 1920

The meeting of the Executive Board was held in the Cleveland Public Library, Cleveland, Ohio, December 18, 1920.

**Present:** Miss Tyler, president; Misses Tobitt, Eastman and Krause, Messrs, Utley, Strohm, Root and Meyer and Mr. Milam, secretary.

**Secretary's Report:** The Secretary presented a written report on the work done since the last Board meeting, including also monthly financial reports on all funds.

**Transfer of Library War Service Activities:** Mr. Meyer presented a supplementary report.

**Voted:** That the Board approve the recommendations of the Committee in regard to the library service at Coblenz, and that the services of Miss Wyeth be retained for six months longer at \$175 per month.

**Voted:** That the Secretary and Chairman of the Committee be authorized to accept the informal verbal offer of the Red Cross to pay the salaries for hospital library work after January first, pending transfer to the Public Health Service—when this offer is made in writing; that it be understood that the A. L. A. obligates itself to refund the amount expended only in case it receives the anticipated sum from the United War Work Campaign Fund.

**Voted:** That the Secretary be instructed to lay before the welfare organizations the matter of magazine subscriptions for the hospital service for the coming year, asking them to provide the necessary money; and that the Secretary report at the next meeting of the Executive Board.

**Voted:** That the recommendation of the Committee regarding the Merchant Marine as embodied in this supplementary report be approved and adopted.

Mrs. Henry Howard of Cleveland was invited in to discuss with the Board the problems connected with the continuance of the Merchant Marine Library Service. Mrs. Howard informed the Board that she expected to go to New York about the first of January to urge the co-operation of the shipping interests in the formation of a United States Mercantile Marine Library Association. She suggested the need of publicity about the Merchant Marine Li-

brary Service and asked to be supplied with all available information as to shipping men who had been solicited for donations.

**Voted:** That a sum not to exceed \$500.00 be appropriated to advance the proposed transfer of the Merchant Marine Library Service, such sum to be subject to the recommendation and control of the Chairman of the Committee on the transfer of Library War Service activities.

**Voted:** That the Executive Board authorize Mrs. Howard, as a representative of the A. L. A., to present this matter before the ship owners and the other interests that may be concerned, with a view to the organization of a Marine Library Association.

Upon invitation Mr. G. A. Marr, secretary-treasurer of the Lake Carriers Association, was present for a brief time to consult with the Board concerning the plans for transferring the Merchant Marine Library Service on the Great Lakes to some other organization. Mr. Marr was asked whether the Lake Carriers Association would be likely to co-operate in the maintenance of Library service with a Marine Library Association, if such an Association should be formed. He replied that his organization is much interested in the service and would undoubtedly like to see it continued but that he could not state whether the Association would be willing to co-operate in maintaining a Marine Library Association. He thought they might prefer, if they undertook the work at all, to carry it on through their own machinery.

Mr. Marr left the meeting with the understanding that the situation stands as it had formerly been presented by the Secretary to the Lake Carriers Association; that if any modifications were to be made in our proposals they were to be made in writing and preferably before the January meeting of his Board.

**Enlarged Program Campaign:** On the recommendation of the Committee or

Ways and Means (Mr. Strohm, Miss Krause and Mr. Root), it was

**Voted:** That in view of the necessity of presenting a final report of the A. L. A. Enlarged Program Campaign at the Mid-winter meeting in Chicago, the Secretary be requested

(1) To prepare a final statement of same as of date December 24.

(2) That moneys and new pledges received after that date, December 24, shall not be credited as part of contributions for the Enlarged Program, but will be accepted as gifts to the A. L. A.

(3) That the Executive Board will not countenance any further appeals for Enlarged Program funds for the A. L. A. after this date, December 18.

(4) That the Secretary inform all regional directors that those who fail to report by December 24 as to moneys collected and pledges received, including remitting of unexpended balances of their respective campaign funds, must necessarily be reported as delinquent.

**Voted:** That in interpreting the recommendation of the Committee on Ways and Means in the following resolution\* concerning Enlarged Program funds, passed at the last meeting of the Board, the resolution shall not apply in cases where contributions were given for specific purposes.

**Finance Committee:** Mr. Utley reported on behalf of the Finance Committee, recommending the approval of the following audits:

American Library Association, Report on Examination of Accounts for the year ended June 30, 1920.

Report on Examination of Accounts of Publishing Board for the year ended June 30, 1920.

Report on the accounts of all activities of the Association, June 30, 1920.

**Voted:** That the audits submitted in the Finance Committee's report be accepted.

Mr. Utley, as chairman of the Finance Committee, reported that officers and employees were being bonded as follows: Treasurer, \$10,000.00; secretary, Miss Ford and Miss Ames, \$2,000.00 each.

**Voted:** That bonds required of A. L. A.

(\*The resolution referred to is as follows: Voted: That if when the campaign returns are all received the total amount does not approximate the goal, an opportunity be offered to community chests and large givers, e. g. \$100.00 and upwards, to revise their subscriptions in proportion to the total amount received.)

officers and employees as recommended by the Finance Committee be approved.

**Transfer of Funds:**

**Voted:** That the Treasurer is authorized and directed to transfer the sum of \$1,037.20 from the American Library Association Books for Everybody Fund to the American Library Association War Funds, to reimburse the latter fund for bills paid for the publication of certain books for the blind.

**Voted:** That \$20,000.00 of the balance now in the American Library Association Campaign Fund be transferred to the American Library Association War Funds.

A note from the Treasurer explained that the James L. Whitney Fund, amounting to \$562.46, is now deposited as a savings account in the Union Trust Company, drawing three per cent interest, and that Liberty Bonds may now be purchased at a price to yield much greater return. It was, therefore

**Voted:** That the Treasurer is hereby authorized and directed to withdraw the balance, or such an amount as may be deemed necessary, of the James L. Whitney Fund, and he is hereby directed to invest such amount in Liberty Bonds, the interest coupons to be deposited in the savings account.

**1921 A. L. A. Conference:** The Secretary presented information about the possibility of holding the Conference at Asbury Park, Asheville, Boston, Richmond and West Baden.

The following resolution passed by the Southeastern Librarians' Conference was read by the Secretary:

**"RESOLVED:** That the librarians of the Southeastern states in conference at Chattanooga, November 12, 1920, urge the American Library Association to hold its 1921 conference in the South. The great and rapidly expanding interest in libraries in the South would be greatly stimulated by the inspiration of the American Library Association sessions. No conference has been held in the Southeast since 1907 and the A. L. A. members in this section are eager for the opportunity to enjoy an A. L. A. meeting in their own Southland."

After discussion of the places named, Asheville and Richmond received unfavorable votes.

Meeting adjourned.

Chicago, Illinois, December 28, 1920

The meeting of the Executive Board was held at the Hotel LaSalle, Chicago, Ill., December 28, 1920.

**Present:** Miss Tyler, president; Misses Krause and Eastman, Messrs. Meyer, Strohm, Utley and Root, Mr. Milam, secretary, and Miss Bogle, assistant secretary.

**Financial Reports:** Dr. Frank P. Hill came before the Board to urge the preparation of a single statement that would show the receipts and disbursements of the War Service and Enlarged Program Funds from the beginning to December 31, 1920.

The Treasurer's reports for 1920 were presented, covering the following funds:

General Funds

James L. Whitney Fund

Publishing Board Funds

War Funds (for December only as the annual report was not ready)

Enlarged Program (campaign) Funds, 1919-20

Books for Everybody Fund, 1919-20.

Copies of all these reports are printed on pages 12-13.

**Voted:** That the reports on the General Funds, the James L. Whitney Fund and the War Funds be accepted subject to the approval of the auditors and the Finance Committee.

**Enlarged Program Funds:**

**Voted:** That the Treasurer is authorized and directed to transfer \$5,000.00 from the American Library Association, Campaign Fund, to the American Library Association War Funds account, as a part payment due on the loan for conducting the Enlarged Program campaign.

**Voted:** That in accordance with the vote of the American Library Association in conference assembled, Colorado Springs, June third, 1920, the Treasurer is authorized and directed to transfer \$15,074.31 from the American Library Association Books for Everybody Fund to American Library Association War funds as a final payment on the loan for conducting the Enlarged Program Campaign.

**Voted:** That the Treasurer is authorized and directed to transfer to the American Library Association, Books for Everybody Fund, all funds that may be left in the American Library Association Campaign Fund after final expenses have been paid

—date of transfer not to be later than February 15, 1921.

**Budget for 1921:** On the recommendation of the Finance Committee budgets were adopted for 1921, covering

Estimated Income, all funds.

General Funds.

War Funds.

Copies of these budgets are attached. Before these budgets were adopted the Secretary and Chairman of the Finance Committee explained that under these budgets it would be impossible for the A. L. A. Headquarters to do satisfactory work, but that it was as good a budget as could be prepared under the circumstances.

**Conference 1921:**

**Voted:** That the 1921 Annual Conference be held at Swampscott, Mass., June 20-27, inclusive, provided satisfactory arrangements can be made by the President and Secretary.

**Program Committee:** It was announced that the Program Committee would consist of the President, First Vice-President and Secretary.

Mr. Utley and Mr. Root explained that they, with the Treasurer, had drawn up a report on the Enlarged Program and Books for Everybody Funds, and it was agreed that the Treasurer, Mr. Tweedell, should present this report to the Council on the 29th.

**Enlarged Program and Books for Everybody Fund:** The reports on these two funds presented at the morning meeting were adopted, subject to the approval of the Finance Committee and the auditors.

**Voted:** That any further funds received by the Treasurer on account of the Enlarged Program Campaign be deposited in the Books for Everybody Fund.

**Ways and Means Committee:** On motion by the Chairman, Mr. Strohm, it was

**Voted:** That the Ways and Means Committee be discharged.

**Transfer Library War Service Activities:** Mr. Meyer stated that it had been arranged for Miss Wyeth and Miss Steere to remain in Coblenz for two months as

Miss Wyeth could not remain for six months.

**Voted:** That this action be approved.

**Merchant Marine:** The President stated that Mrs. Howard had gone to New York to work for the organization of a Merchant Marine Library Association.

**Bi-ennial and Regional Meetings:** This subject was discussed at some length and it was suggested that the President ask the Council to express its opinion.

**1921 Conference:**

**Voted:** That the secretary be requested to convey to the representatives of the Southern libraries the appreciation of this Association of their courteous invitation and to express the regret of this Association over the conditions which make it impossible to accept their invitation at this time.

**Committee on Constitution:**

**Voted:** That the Committee on Constitution and By-laws be appointed by the chair, to present the Constitution as tentatively adopted at Colorado Springs, for final adoption at the annual meeting at Swampscott, and that the Committee be instructed to formulate such by-laws as may seem desirable, and to report to the Executive Board, in order that, in accordance with the Constitution, they may be recommended by the Executive Board for adoption at the Swampscott meeting.

The President later named Henry N. Sanborn, M. S. Dudgeon and M. G. Wyer as members of this Committee.

**Appropriation for Certification Committee:**

**Voted:** That the Finance Committee be instructed to include in the supplementary budget \$500.00 from the Books for Everybody Fund for the work of the Committee on National Certification and Training.

**Committee expenses:**

**Voted:** That the President and Secretary be authorized to apportion the \$800 appropriated for committees as seems to them most desirable, among the various committees.

**Committee on Library Co-operation with Foreign Countries:**

**Voted:** That the President be authorized to create a Committee or committees on Library Co-operation with Foreign countries.

**Committee on Foreign Publications:**

**Voted:** That a Committee on Foreign Publications be appointed, consisting of Mr. Lydenberg, New York Public Library, Mr. Austen of Cornell University Library, and J. T. Gerould, Princeton University Library.

**Communications:** A letter was read from Mr. Wyer, asking the Executive Board whether it wished the Committee on Federal and State Relations to approve the Smith-Towner Bill in its present form.

**Voted:** That it is the sense of the Board that the Association intended to endorse the idea of a Department of Education, and that the Executive Board is quite willing to leave to the Committee its decision as to what action it shall take in regard to the specific features of the bill which is now before Congress.

Communications were read from Mr. Charles H. Brown and Mr. L. L. Dickerson with regard to Congressional appropriation to the Navy and the Army.

**Voted:** That these communications be referred to the Committee on Federal and State Relations with power.

A letter of December 22 was read from Dr. Bowerman, asking the A. L. A. for active support of the re-classification bill.

**Voted:** That this matter be referred to the Committee on Federal and State Relations with power.

Meeting adjourned.

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"There are . . . patients who will get their best change of occupation and mental relaxation in some form of reading, and for these properly selected books have a very real therapeutic value."—Rear Admiral Cary T. Grason, in the December (1920) Bookman.

## A. L. A. FINANCIAL REPORTS, 1920

## GENERAL FUND

## Receipts

Balance, Union Trust Company, Chicago, Jan. 1, 1920...	\$5,504.58
Balance, National Bank of the Republic, Chicago, Jan. 1, 1920.....	250.00
Membership dues (annual).....	11,212.05
Memberships (life) .....	300.00
Income Trustees Endowment Fund	416.49
Income Carnegie Endowment Fund	5,000.00
A. L. A. Publishing Board.....	1,300.00
Appropriation Committee on En- larged Program .....	1,200.00
Appropriation War Funds for war service work performed at Head- quarters .....	8,300.00
Interest on bank balance, Dec. 1, 1919-Nov. 30, 1920.....	83.95
<b>Total .....</b>	<b>\$33,567.07</b>

## Expenditures

Bulletin .....	\$ 3,917.22
Conference .....	1,029.81
Committees .....	959.58
Salaries .....	8,764.52
Additional services.....	2,875.24
Supplies .....	848.97
Postage, telephone and telegraph...	615.08
Miscellaneous .....	547.44
Travel .....	1,330.19
Trustees Endowment Fund.....	300.00
A. L. A. Publishing Board Carnegie Fund Income .....	5,000.00
Balance, Union Trust Company, Dec. 31, 1920 (See note).....	\$7,129.02
Balance, National Bank of the Republic, Dec. 31, 1920 .....	250.00
<b>Total .....</b>	<b>7,379.02</b>

**Total .....** \$33,567.07

(Note)—Additional bills for 1920 not yet in  
estimated at \$3,500.00, reduce the balance by  
this amount.)

## PUBLISHING BOARD FUNDS

## Receipts

Balance, Union Trust Company, Chicago, Jan., 1920 .....	\$3,678.53
Balance, National Bank of the Republic, Chicago, Jan. 1, 1920.....	250.00
Sale of publications.....	14,795.85
Sale of books (Review copies).....	810.00
American Library Association Car- negie Fund Income.....	5,000.00
Refund on voucher no. 2591.....	50.00
Interest on bank balance, Dec. 1, 1919-Nov. 30, 1920.....	40.00
<b>Total .....</b>	<b>\$24,624.38</b>

## Expenditures

Salaries .....	\$ 7,249.93
Printing Booklist .....	3,987.12
Publications .....	6,476.61
Supplies .....	718.00
Postage and express .....	1,083.77
Advertising .....	503.62
Incidentals .....	433.82
Travel .....	444.65
Auditing accounts, June, 1919-1920, inc. ....	79.05
Royalties .....	92.50
Survey of Publishing Board activ- ties .....	300.00
A. L. A. for Headquarters expense.	1,300.00
Balance, Union Trust Company, Chicago, Dec. 31, 1920 (See note).....	\$1,705.31
Balance, National Bank of the Republic, Chicago, Dec. 31, 1920.....	250.00
<b>Total .....</b>	<b>\$24,624.38</b>

(Note)—Additional bills for 1920 not yet in,  
estimated at \$821.00, reduce the balance by  
this amount.)

## JAMES L. WHITNEY FUND

Principal and interest, Dec. 31, 1919..	\$483.92
Interest, Jan. 1, 1920.....	7.17
Fourteenth Installment, Jan. 22, 1920	29.65
Interest, July 1, 1920.....	7.72
Fifteenth Installment, Aug. 9, 1920.....	34.00
<b>Total .....</b>	<b>\$562.46</b>

## WAR FUNDS

(For month of December only)

## Receipts

Balance on hand, Dec. 1 <sup>1</sup> .....	\$100,319.62
Refund from Enlarged Program Campaign .....	20,000.00
Interest on bank balance.....	43.20
Miscellaneous .....	7,714.68
<b>Total .....</b>	<b>\$128,077.50</b>

## Expenditures

Hospitals .....	\$ 4,062.59
Merchant Marine.....	2,111.01
Paris, Coblenz and other overseas .....	3,483.43
Headquarters and gen- eral expenses.....	6,003.01
Loss in exchange Paris, March 1918-May 1920 .....	15,660.04
Balance on hand—Cash	39,601.84
Balance on hand—Lib- erty Bonds.....	19,067.07
Balance with Librarians and agents <sup>2</sup> .....	31,585.75
<b>Total .....</b>	<b>\$128,077.50</b>

<sup>1</sup>This includes \$65,874.57, in hands of li-  
brarians and agents. For bookkeeping pur-  
poses it shows as a balance on hand. Actu-  
ally very little of it is returnable. (See re-  
port A. L. A. Bulletin, Nov. 1920, p. A5.)

<sup>2</sup>For purposes of bookkeeping this is  
shown as a balance on hand. Actually very  
little of it is returnable.

<b>ENLARGED PROGRAM CAMPAIGN FUND</b>		
Received from War Funds.....		\$202,340.00
Repaid from First War Funds.....		\$137,265.69
Unexpended Balances refunded.....		50,000.00
From Books for Everybody Fund.....	15,074.31	202,340.00

<b>Enlarged Program Expense Account, 1919-20</b>		
<b>Receipts</b>		
Loaned from War Service Funds.....	\$202,340.00	
Bank interest .....	1,862.74	204,202.74

<b>Expenditures</b>		
Expense of campaign:		
National organization.....	36,229.98	
National publicity.....	61,423.29	
National office.....	10,890.04	
Regional Directors.....	6,924.08	
State Directors and Greater New York Committee .....	37,111.58	
		\$152,578.97
Refunded to War Service Funds.....	50,000.00	202,578.97
Balance on hand.....		\$ 1,623.77

## A. L. A. BUDGET, 1921

<b>ESTIMATED INCOME FROM ALL FUNDS</b>		
not including transfers from one fund to another		
Balance on hand Jan. 1, 1921.		
General fund .....	\$7,379.02	
Publishing Board .....	1,955.31	
War Service Fund.....	47,494.25	\$56,828.58
Membership Dues—		
Annual dues .....	\$11,000.00	
Life memberships.....	300.00	11,300.00
Income from Endowment—		
General fund.....	\$ 400.00	
Carnegie fund.....	4,000.00	4,400.00
Accounts receivable, Publishing Board .....	2,104.72	
Publishing Board Sales—		
Publications .....	16,400.00	
Books (review copies). .	900.00	17,300.00
Refunds, sale of equipment.....	10,537.20	
United War Work Fund (anticipated) .....	60,000.00	
Books for Everybody Fund (to be covered by supplementary budget) .....		
Interest on Bank Balances—		
General fund .....	\$ 80.00	
Publishing Board funds.....	35.00	
War Service funds.....	250.00	365.00
		\$162,835.50

Although it is reasonably certain that the amounts given as due from the United War Work fund and some funds from the Books for Everybody fund will become available during 1921, it is not now possible to say when this will occur, and your Committee

<b>BOOKS FOR EVERYBODY FUND</b>		
Cash Contributions.....	\$51,229.99	
Unpaid pledges to Dec. 24, 1920, inclusive.....	21,306.69	\$72,536.68
Donated to General Funds .....	\$46,621.33	
Donated for Special Funds .....	25,915.35	72,536.68

Of the above receipts \$15,074.31 has been voted to repay balance due on loan from War Service Funds for conducting Enlarged Program Campaign. This is in accordance with vote of the A. L. A. Conference at Colorado Springs.

Information is received from Dr. M. L. Raney, chairman of the A. L. A. Committee on Bookbuying, that "three new volumes of the Encyclopedia Britannica will be issued, not only on India paper, as at first announced, but also on the ordinary kind as well. The publishers as yet refuse to accede to this committee's request for buckram bindings and special stitching."

therefore is not prepared to approve expenditures from them. Until these become available, the Finance Committee recommends that expenditures be confined to the other income of the Association.

The Committee, therefore, approves the budgeting of the following amounts for expenditure for 1921:

General Funds .....	\$19,159.02
Publishing Board .....	25,395.03
War Funds .....	40,150.00

\$84,704.05

### **GENERAL FUNDS** **Estimated Income**

Balance, Jan. 1, 1921—	
Union Trust Company.....	\$7,129.02
National Bank of Republic .....	250.00
	1 \$7,379.02
Membership Dues—	
Annual dues .....	11,000.00
Life memberships.....	300.00
	11,300.00
Due from Publishing Board, 1920.	1,800.00
Due from Publishing Board, 1921.	2,800.00
Income Endowment Fund.....	400.00
Income Carnegie Endowment Fund	4,000.00
War Funds .....	8,300.00
Interest .....	80.00

1 \$36,059.02

<sup>1</sup> Additional bills for 1920 not yet in, estimated at \$3,500, reduce the balance and the total by this amount.

<sup>2</sup> It will be seen that under expenditures a contingent fund of \$4,299.02 has been provided which cannot be drawn upon until appropriated. It is sufficient to protect the

Board against a failure to receive during the year the \$2,800 due from the Publishing Board for 1921.

\*No A. L. A. War Service Headquarters will be maintained in 1921. All of the finishing up work will be done (so far as it can be done by Headquarters) from the Chicago office. The amount of hold-over work is considerable, enough apparently to occupy a very large part of the time and energy of the Headquarters staff. The sum set aside for the Headquarters Service is the same as that paid in 1920.

#### Estimated Expenditures

Bulletin	
For 1920 (bills not yet received)	\$2,900.00
For 1921	3,000.00
Miscellaneous outstanding bills, 1920	600.00
Conference	1,200.00
Committees	800.00
Salaries	15,800.00
Additional service	1,000.00
Supplies	600.00
Postage, Telegraph, Telephone	600.00
Miscellaneous	500.00
President's Contingent Fund	200.00
Contingent Fund	*4,299.02
Travel	800.00
Publishing Board	4,000.00
Endowment	360.00
	<hr/>
	\$36,059.02

\*See note 2 above.

#### PUBLISHING BOARD FUNDS

##### Estimated Income

Balance January 1, 1921—	
Union Trust Company.	\$1,705.31
National Bank of Re- public	250.00
	<hr/>
Accounts receivable	2,104.72
A. L. A. Income Carnegie Endow- ment	4,000.00
Sale of Publications	16,400.00
Sale of Books (review copies)	900.00
Interest	35.00
	<hr/>
	*\$25,395.03

\*Additional bills for 1920 not yet in, estimated at \$821.00, reduce the balance and the total by this amount.

#### Estimated Expenditures

Salaries	\$7,500.00
Printing Booklist—	
For 1920 (bills not re- ceived)	\$ 460.00
For 1921	4,700.00
	<hr/>
Advertising	300.00
General Fund (Headquarters ex- pense 1920)	1,800.00
General Fund (Headquarters ex- pense 1921)	2,800.00
Express and Postage	900.00
Supplies	800.00
Incidentals	500.00
Travel	500.00
Publications—	
For 1920 (unpaid)	\$ 361.00
For 1921	4,774.03
	<hr/>
	\$25,395.03

#### WAR FUNDS

##### Estimated Income

Balance January 1, 1921—	
Cash	\$19,067.07
Securities	\$31,585.75
Deduct	3,158.57 28,427.18
	\$47,494.25
Refunds from Agents	4,000.00
Refunds from Enlarged Program	
Campaign Funds	5,000.00
Refunds from Books for Every- body Fund for Books for Blind	1,037.20
Sale of buildings and equipment	500.00
Interest	250.00
United War Work Fund (antici- pated)	60,000.00
	<hr/>
	\$118,281.45

#### Estimated Expenditures

Headquarters expense (see note 3 above)	\$ 8,300.00
Books for the Blind (special gifts)	600.00
American Library in Paris (bal- ance of \$20,000)	13,000.00
Coblenz	3,000.00
Navy	5,250.00
Miscellaneous	5,000.00
Outstanding Bills	10,000.00
Reserve	13,131.45
United War Work Fund—not yet received	*\$60,000.00
	<hr/>
	\$118,281.45

\*When this is received it will probably be made the basis of a supplementary budget.

#### BOOKS FOR EVERYBODY FUND

Supplementary budget will be prepared later.

#### N. E. A. PROCEEDINGS WANTED

The National Educational Association, 1201 16th st., N. W., Washington, D. C., wants the following numbers of its Proceedings to complete its own file: 1857, 1858, 1859, 1860, 1863, 1864, 1865, 1866, 1868, 1869, 1870, 1871, 1872, 1877, 1882.

From 1857 to 1870 the Association was known as the National Teachers' Association.

Anyone who can supply these numbers, or who knows someone who might be able to supply them, is asked to notify Joy E. Morgan, editor, at the above address.

The A. L. A. wants sets of cards for Warner's Library of the World's Best Literature. Will be glad to refund price for any sets returned.

# BULLETIN

OF THE

## AMERICAN LIBRARY ASSOCIATION

Issued in  
January, March, May, July, September and  
November

There is no subscription price and the  
Bulletin is sent only to members of the  
Association.

### AMERICAN LIBRARY ASSOCIATION

President—Alice S. Tyler, Western Reserve University Library School, Cleveland, O. First Vice-President—H. H. B. Meyer, Library of Congress, Washington D. C. Second Vice-President—Louise B. Krause, H. M. Bylesby & Co., Chicago, Ill. Executive Board—The president, vice-presidents and Linda A. Eastman, Public Library, Cleveland, O.; Adam Strohm, Public Library, Detroit, Mich.; J. C. Dana, Public Library, Newark, N. J.; Edith Tobitt, Public Library, Omaha, Neb.; George B. Utley, Newberry Library, Chicago, Ill.; Azariah S. Root, Oberlin College Library, Oberlin, O. Secretary—Carl H. Milam, 78 E. Washington St., Chicago. Treasurer—Edward D. Tweedell, The John Crerar Library, Chicago. Executive offices—78 E. Washington St., Chicago.

### ONE HUNDRED NEW MEMBERS

In 1920 about 500 new members joined the A. L. A.

In 1921 we have already (January 19th) added exactly 100 new members.

It is a safe guess that all the new members have joined because of some old member's personal solicitation. What a lot of new members we could have by the end of 1921 if we would all spend a few minutes once a month asking somebody to join.

The Cleveland Public Library has sent in 19 new memberships.

New York Public Library School, 10.

Buffalo Public Library, 8.

St. Louis Public Library, 8.

Gary Public Library, 7.

There are 4 new institutional members. One new member is from Cuba, another from Porto Rico.

Nine of the new members are library trustees.

The Gary Public Library has taken out six memberships for library trustees. The seventh trustee was already a member. The dues for the six are paid from Public Library funds.

The Birmingham Public Library is taking out A. L. A. memberships for all of the members of the professional staff. They will be allowed to reimburse the library for the amount paid, by working two or three Sunday afternoons during the year.

A special Committee on Membership has been appointed consisting of

Miss Gratia A. Countryman, Minneapolis, Minn.

Miss Alice R. Eaton, Harrisburg, Pa.

Miss Julia Ideson, Houston, Tex.

H. T. Dougherty, Newton, Mass.

H. L. Hughes, Trenton, N. J.

Miss Sabra L. Nason, Pendleton, Oregon.

Miss Isabella Cooper, New York City.

Miss Alice L. Rose, New York City.

Miss Clara F. Hunt, Brooklyn, N. Y.

Miss Zaidee Brown, Long Beach, Calif.

Mrs. Alice G. Evans, Decatur, Ill.

Mrs. J. A. Thompson, Chickasha, Okla.

Miss Tommie D. Barker, Atlanta, Ga.

Miss Lila May Chapman, Birmingham, Ala.

It is proposed to call a luncheon meeting at an early date of members of the American Library Association residing in or near St. Louis to discuss measures for increasing the membership and influence of the Association in this locality. It is suggested that members of the staff desiring to attend this meeting make themselves eligible by applying for A. L. A. membership at once. Application will be taken as evidence of membership in the present instance.—From the St. Louis Public Library Staff Notes.

## FACTS FOR TRUSTEES

The trend of affairs in the library business may always be fairly well indicated by new legislation. Perhaps the laws proposed in various states may be an equally good indication.

Here is a summary of proposed legislation as reported at the annual meeting of the League of Library Commissions in Chicago, December 28-29, 1920.

**Connecticut**—State Board of Education is planning to draft a bill for pension of teachers which should include pension of librarians.

**Illinois**—The question of pensions for librarians is not to be taken up until the present pension system relating to other positions has been put upon a more satisfactory basis. A bill for certification of librarians should be introduced into the state legislature.

**Indiana**—Library Commission is asking for 50 per cent increase in appropriations, also for an amendment to the county library law.

**Iowa**—Library Commission asking for 50 per cent increase in appropriations, also considering asking for an increase in maximum tax for the public libraries; but all libraries are not receiving the present maximum tax. The work in the libraries of state institutions has lapsed. Propose to ask for a new supervisor.

**Massachusetts**—Has asked for a large increase in appropriations for Commission.

**Minnesota**—Entire revision of all library laws. The new code will include certification of librarians and state aid for libraries.

**Missouri**—Will introduce a county library bill. They have their forces better organized this year, and hope to secure the passing of the bill.

**Nebraska**—Asking for larger appropriations for Library Commission.

**North Dakota**—Will introduce a county library bill.

**Pennsylvania**—Reported that last Legislature changed the Library Commission from a separate Commission to a Library Extension Division of the State Library and Museum. They are asking for increased appropriation this year.

**Wisconsin**—Will introduce a bill for certification of librarians.

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Most library laws permit or require levies of a certain "rate" on the dollar, or on the hundred dollars. In the Province of Ontario, Canada, a law recently enacted provides for a per capita basis for libraries. The city council, under this law, must levy a tax estimated to yield 50 cents per capita if the library board so requests, and may, by vote, levy a rate that will yield 75 cents per capita.

In the United States, many libraries receive much more than 75 cents per capita, while others receive far less than Ontario's minimum.

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### A LIBRARY EFFICIENCY TEST

Is your library paying dividends?

To help any library board answer that question for its own library, a "Library efficiency test" has been prepared. (A. L. A. Headquarters, 25 cents.) It has been printed in 12 large pages, with blanks for the facts about the library in question. The main headings are: Building, Book collection, Local history material, Finances, Extension, Organization, Hours of opening, Publicity, Trustees, Staff, and Summary.

The author, of the scheme, Miss Julia A. Robinson of the Iowa Library Commission, says "it is suggested as a method by which a library board may be able to examine its library and reach some conclusion as to whether it is paying sufficient dividends upon the investment made by the donors of the building and the taxpayers who are supporting it."

Continuing, Miss Robinson says "The value of this test will depend upon the

amount of information possessed by the library board on library buildings, library administration and library matters in general, and can be used to best advantage in conference with a librarian conversant with these subjects.

"The measure of the efficiency of any library must be the measure of its usefulness, all else being plant and machinery and operations contributing to that end. Much of the usefulness of a library cannot be measured in figures but circulation is generally taken as the best method of showing the use of a library.

"By it the increase or decrease in the books leaving the library can be shown as well as the per capita of books read by the population of the town. The latter furnishes a means of comparison between libraries, but this comparison is only useful for towns of the same size, as the per capita circulation increases with a decrease in the size of a town. The same is true of the per capita income and the volumes per capita in the book collection."

In Indiana the members of library boards have their own state organization, known as the Indiana Library Trustees Association. It meets annually, sometimes at the same time and place as the Indiana Library Association, sometimes at a different time and place. Apparently it has been more successful than any trustees section of a state library association. The officers for 1920-21 are: President, Edmond L. Craig, Evansville; secretary, M. H. Krauss, Hammond.

#### SPECIAL RATES ON THE BOOKLIST

Increased income and reduced costs will decrease the anticipated deficit of The Booklist in 1921 to less than \$2,000.

The Publishing Board wishes to eliminate the deficit entirely, so that none of the income from the Carnegie Endowment will go into this practical and widely-used publication. It hopes to do this without further increase in price.

The only feasible alternative is to get more subscribers. We now have over 4,000. On the basis of present costs, 6,000 will make it self-supporting.

The Publishing Board has therefore decided to offer, from now until July 1st, a special rate of \$1.50 for new subscriptions for the first year.

Additional subscriptions placed by present subscribers will be accepted at the special rate.

#### SALE, EXCHANGE, WANTS, OFFERS

Any library member of the Association may insert, without cost, a ten-line notice of books or periodicals wanted, for sale or exchange.

#### WANTS

**Engineering Societies Library, 24 West 39th St., New York City.**

The Engineering Societies Library is anxious to obtain one or two copies of the *Manuel du Répertoire Bibliographique Universel*. Brussels: Institut International de Bibliographie. Anyone having a copy for sale or knowing where one can be found, will please communicate with the Director of the Library.

**American Library Association, 78 E. Washington St., Chicago.**

Marvin's Small Library Buildings.

#### FOR SALE OR EXCHANGE

**Grand Rapids (Mich.) Public Library.**

Ballantyne, Robert M. Hudson's Bay: or everyday life in the wilds of N. America. 1859. Boston. Phillips, Sampson.

Brackenridge, H. M. Voyage to Buenos Ayres, 1817-1818, by order of the American Government. 1820. London. Phillips.

Carey, M. Olive branch: or faults on both sides, federal and democratic. 10th ed. improved. 1818.

Comte, Auguste. Positive philosophy, tr. & cond. by H. Martineau. 1858. N. Y. Blanchard.

De Maulde la Claviere, R. Women of the Renaissance, a study of feminism, tr. by G. H. Ely. 1900. N. Y. Putnam.

**Iowa Library Commission, Des Moines, Iowa.**

Would be glad to exchange vol. 1 of Taussig's "Principles of Economics," received from the A. L. A. book distribution, for vol. 2, and will pay postage.

## THE A. L. A.—1921

Efforts have been made during the last several months to close or transfer all departments of Library War Service.

Service to the army in the Canal Zone, Hawaiian Islands, Philippine Islands and Alaska, was transferred to the U. S. Army during the Autumn.

Our work in the Coblenz area was transferred to the army some weeks ago. Two librarians, Miss Ola M. Wyeth and Miss E. B. Steere, are continuing through February for the purpose of giving some instruction to the army personnel.

The work in Paris has been transferred to the Board of Directors of the American Library in Paris, Inc. Mr. Carlton and Miss Stephens will remain at least for some months. Some money previously appropriated by the A. L. A. for the Paris Library is still available, but not much. A campaign is now being conducted in Paris for several hundred thousand francs for annual maintenance and for endowment.

Library service for the lighthouses and light ships was taken over by the Lighthouse Bureau of the government as of October 1, 1920.

The comparatively small amount of work which had been organized for the Coast Guard has been discontinued so far as the A. L. A. is concerned. The State Library Commissions are in many cases meeting the needs.

The Merchant Marine Library Service is suspended. Steps are being taken by the Association and especially by Mrs. Henry Howard of the Social Service Bureau of the U. S. Merchant Marine, acting as the representative of the A. L. A., to create a new organization, which will renew this service and carry it on indefinitely.

The New York Dispatch office has been closed, all books having been distributed. The final distribution was made primarily to State Library Commissions.

The Hospital Service is still in opera-

tion under the A. L. A. and at A. L. A. War Service expense. It is being continued from month to month in the hope that authority to carry this work may be given by Congress to the Public Health Service. Officials seem willing to take over the library work and money is apparently available for its maintenance. Legal authority is lacking.

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The Enlarged Program campaign is closed, the Executive Board having voted on December 18 that it "will not countenance any further appeals for Enlarged Program funds." But the Board authorized the Treasurer to deposit such money as may hereafter be received on account of the Enlarged Program in the Books for Everybody Fund.

And now for the future.

The library profession has shown its keen interest lately in:

Recruiting for Librarianship,  
Certification,  
An Employment Bureau at Headquarters, and  
County Libraries.

These, then, are the things in which the A. L. A., for a time, may be expected to show its greatest interest.

Recruiting is preeminently a matter for the attention and interest of every individual librarian. Mr. Jennings' Committee on Recruiting is at work, however, and will soon be calling upon certain librarians to give special help.

The Publishing Board has for a year been seeking a manuscript for a good publication on this subject, but so far has not found what is needed. The Committee may produce it. Certainly something is needed—perhaps two or three publications. And may we not hope that when they are published, a lot of copies, by some means or other, will be made available for free distribution? Here is a field for legitimate propaganda.

Certification may well be left to the Committee, with the hope that whatever progress is made will be reported promptly for the benefit of the numerous state committees which are looking to the A. L. A. Committee for leadership and guidance.

An Employment Bureau at Headquarters is coming. Whether it takes a few months or a few years to get it organized will depend largely (though not wholly of course) on the money available. A good employment bureau, with adequate records kept constantly up-to-date will require more clerical service than is now available out of a two-dollar individual membership fee and a five-dollar institutional membership fee.

**County Libraries.** No phase of library work is of so much interest to the general public and few subjects are of so much interest to librarians and library trustees. At Headquarters a need is felt for—

A leaflet for general distribution to the public by commissions, libraries and the A. L. A. (Now being prepared). A pamphlet on "Publicity material for a County Library Campaign."

Posters and placards including reproductions of maps, pictures, etc., which could be sold in sets for exhibit purposes, to all interested.

A collection of pictures and facts about County Libraries, at Headquarters, for the use of librarians, editors of newspapers and magazines, and others interested.

A careful study of county library laws with recommendations.

A Handbook for county librarians.

Here again we may hope for some means to be provided which will enable Headquarters to distribute certain of the publications free of charge, as for example at national conferences, and to individuals in states without library commissions.

The Handbook and the Proceedings for 1920 are in proof. We hope they will be ready for distribution in February.

## CONSTITUTION OF THE AMERICAN LIBRARY ASSOCIATION AS APPROVED AT COLORADO SPRINGS, JUNE 4, 1920.

This Constitution, as approved at Colorado Springs, must be approved at another annual meeting of the Association before it becomes effective.

The Executive Board on December 29th

*Voted:* That a Committee on Constitution and By-laws be appointed by the chair, to present the Constitution as tentatively adopted at Colorado Springs, for final adoption at the annual meeting at Swampscott, and that the Committee be instructed to formulate such by-laws as may seem desirable, and to report to the Executive Board, in order that, in accordance with the Constitution, they may be recommended by the Executive Board for adoption at the Swampscott meeting.

The Committee consists of

HENRY N. SANBORN,  
M. S. DUDGEON,  
M. G. WYER.

### CONSTITUTION

#### Name

Sec. 1. The name of this body shall be the American Library Association.

#### Object

Sec. 2. The object of the American Library Association shall be to promote library service and librarianship.

#### Membership

Sec. 3. **Members.** Any person or institution interested in library work may become a member on paying the annual dues.

Sec. 4. **Honorary Members.** On nomination of the Council, honorary members may be elected by unanimous vote at any meeting of the Association.

Sec. 5. **Contributing and Sustaining Members.** Any person or institution eligible for or elected to membership may become a contributing or a sustaining member on payment of the required annual sums.

Sec. 6. **Life Members.** Any person eligible for or elected to membership may become a life member by paying the required amounts.

### Meetings

Sec. 7. **Annual Meetings.** There shall be an annual meeting of the Association at such place and time as may be determined by the Executive Board.

Sec. 8. **Special Meetings.** Special meetings of the Association may be called by the Executive Board, and shall be called by the president on request of fifty members of the Association. At least one month's notice shall be given, and only business specified in the call shall be transacted.

Sec. 9. **Votes by Institutional Members.** The vote of an institutional member shall be cast by the duly designated representative whose credentials are filed with the secretary. In the absence of such designation or of such delegate, the vote may be cast only by the chief executive officer of the institution.

Sec. 10. **Quorum.** Fifty members shall constitute a quorum.

### Management

Sec. 11. **Executive Board.** The administration of the affairs of the Association shall be vested in the Executive Board, which shall consist of the president, first vice-president, second vice-president, treasurer and eight other members. The members of the Executive Board, other than the president, the vice-presidents and the treasurer, shall be elected as hereafter specified. At the annual meeting of 1921 there shall be elected by ballot four persons to serve as new members of the Executive Board. Immediately after their election they shall divide themselves by lot into two equal classes, of which the terms of the first class shall expire three years later, and of the second class four years later. At each annual meeting thereafter two members shall be elected to the Executive Board to serve for four years.

Sec. 12. The Executive Board shall have power to fill all vacancies in office pro tempore, the person so elected by the Executive Board to serve only until the next annual meeting of the Association, except

that in the case of the death, resignation or inability to serve of the president of the Association, the ranking vice-president shall become president. The election of a member of the Executive Board to the office of president, vice-president or treasurer shall create a vacancy in the Board.

Sec. 13. Meetings of the Executive Board may be called by the President at such times and places as he may designate, and shall be called upon request of a majority of the Board.

Sec. 14. **Quorum.** A majority shall constitute a quorum of the Executive Board.

Sec. 15. **Finance Committee.** There shall be a finance committee of three, the chairman of which shall be chosen from the Executive Board. The finance committee shall prepare annual and supplementary budgets, within which appropriations shall be made by the Executive Board, and no expense shall be incurred in behalf of the Association by any officer or committee in excess of the authorized appropriation. The finance committee shall audit the accounts of the secretary, treasurer, trustees of the endowment fund, treasurer of the Publishing Board and all other accounts, and report to the Association at the annual meeting.

Sec. 16. **Policy.** No question involving the policy of the Association as such shall be voted upon by the Association until said question has been referred to the council, and a report thereon made by the Council to the Association; but the Council shall make a report upon every question so referred to it not later than at the next session of the Association held after such reference.

Sec. 17. **Votes by Correspondence.** Approval in writing by a majority of a board or committee shall have the force of a vote, if conducted under the conditions specified in the by-laws.

### Officers and Committees

Sec. 18. The officers of the Association shall be a president, first and second vice-presidents, secretary, treasurer, and assistant treasurer. The president, vice-presidents and treasurer shall be elected

at each annual meeting of the Association. The secretary and assistant treasurer, who shall be a trust company, shall be chosen by the Executive Board, shall hold office at its pleasure, and receive such salaries as it shall fix.

**Sec. 19. Officers.** The president, vice-presidents, secretary, treasurer, and assistant treasurer, shall perform the duties usually pertaining to their respective offices.

**Sec. 20.** The Executive Board shall appoint all other officers and standing committees of the Association and shall fix the salaries of all paid officers and employees.

**Sec. 21. Terms of Office.** All officers and all elected members of the Executive Board shall serve until the adjournment of the meeting at which their successors are chosen.

#### Council

**Sec. 22. Membership.** The Council shall consist of the Executive Board, all ex-presidents of the Association who continue as members thereof, all presidents of affiliated societies, fifty members elected by the Association at large, and one member from each state, provincial, or regional library association or club which complies with the conditions for such representation set forth in the by-laws. The elected members shall be chosen, ten each year, by the Association, to hold office for five years.

**Sec. 23. Meetings.** The Council shall hold at least two meetings a year, one of which shall be at the time and place of the annual meeting of the Association. Other meetings may be called by the President and shall be called upon request of twenty members. Twenty members shall constitute a quorum of the Council.

**Sec. 24. Duties.** The Council shall consider and discuss library questions of professional and public interest, and shall from time to time issue reports thereon; and it may by a two-thirds vote adopt resolutions on these or any other matters of library policy or practice; and no such resolutions other than votes of thanks shall be adopted without such reference.

#### Endowment Funds

**Sec. 25.** All receipts from life memberships and all gifts for general endowment purposes, shall constitute an endowment fund, which shall be invested and the principal kept forever inviolate. Gifts for special purposes accepted by the Association shall be kept in separate funds which shall be invested and kept inviolate. The interest shall be expended as the Executive Board may direct, in accordance with any conditions made by the donors and in consonance with the approved policy of the Association. The endowment fund shall be in the custody of three trustees, one of whom shall be elected by ballot at each annual meeting, to hold office for three years from the date of his election and until his successor shall be elected. No money from the endowment fund shall be invested or expended except on check signed by a majority of the trustees.

#### Affiliated Organizations

**Sec. 26.** The Council may by vote affiliate with the American Library Association any national society having purposes similar to those of the American Library Association. The dues of affiliated societies shall be based upon the number of its members who are not also members of the American Library Association as specified in the by-laws.

#### By-Laws

**Sec. 27.** By-laws may be adopted and amended by vote of the Association upon recommendation of the Executive Board or Council or of a special committee appointed by the Association to report thereon. Any by-law may be suspended by a three-fourths vote of those present and voting at any meeting of the Association.

#### Amendments

**Sec. 28.** This Constitution may be amended by a three-fourths vote of those present and voting at two successive annual meetings of the Association, provided that notice of the proposed amendments be sent to each member of the

Association at least one month before final adoption.

#### BY-LAWS

##### As Proposed By Former Committee

No action has been taken on these By-laws. They are printed here as the report and recommendations of the former Committee which was composed of W. W. Bishop, Chalmers Hadley and George B. Utley.

##### Dues

**Sec. 1. Amounts for Annual Dues.** (a) The annual dues of the Association shall be two dollars for individuals and five dollars for libraries and other institutions, payable in advance in January. (b) On payment of \$25 annually any person or institution *eligible for or elected to membership* may become a contributing member; on payment of \$100 or more annually any person or institution may become a sustaining member.

**Sec. 2. Life Members.** On payment of \$25 any individual member may become a life member.

**Sec. 3. Unpaid Dues.** Members whose dues are unpaid at the close of the annual conference and who shall continue such delinquency for one month after notice of the same has been sent by the treasurer, shall be dropped from membership.

**Sec. 4.** Each new member shall be assigned a consecutive number in the order of first joining and paying dues. A delinquent member rejoining and paying his arrears of annual dues shall receive his original number.

**Sec. 5. Fiscal Year.** The fiscal year of the Association shall be the calendar year.

##### Nominations

**Sec. 6.** At least three months prior to the annual meeting of the Association the Executive Board shall appoint a committee of five, no one of whom shall be a member of the board, to nominate the elective officers and other members of the Executive Board, trustees of the endowment fund, and members of the Council.

This committee shall report to the Executive Board, which shall after adoption

of the report publish its nominations in the *Bulletin* at least one month prior to the annual meeting of the Association and shall place such nominations before the Association on a printed ballot which shall be known as the "Official Ballot." The board shall also include on such ballot other nominations filed with the secretary by any five members of the Association at least twenty-four hours before election, provided that with the petition containing such nominations or noted upon it, shall be filed the consent of the person or persons so nominated.

No person shall be nominated as president or *as first or second vice-president* for two consecutive terms. No more than the required number of nominations shall be made by the committee. The position and residence of each nominee shall be given on the official ballot.

##### State Representation in Council

**Sec. 7.** Each state, provincial or regional library association or club having a membership of not less than fifteen members, may be represented in the Council by the president of such association, or by an alternate elected at the annual meeting of the association. The annual dues shall be five dollars for each association having a membership of fifty or less, and ten cents for each person additional where membership is above that number.

##### Privileges of Membership

**Sec. 8.** The privileges and advantages of the A. L. A. conferences shall be available only to those holding personal membership or representing institutional membership in the Association or to members of affiliated societies.

##### Sections

**Sec. 9.** A petition for the establishment of a section shall be referred to a special committee to be appointed by the president, which shall report to the Executive Board on the desirability of such section. The Executive Board shall have power to discontinue a section when, in its opinion

the usefulness of that section has ceased.

Sec. 10. Any existing organization of librarians having not less than twenty-five members may on vote of the Executive Board become a section of the Association.

Sec. 11. Sections may, if they so elect, charge annual dues, limit their own membership, issue publications, and in general carry on activities along the line of their own interest, accounting for their own funds solely to their own members.

Sec. 12. No authority is granted any section to incur expense on behalf of the Association or to commit the Association as such by any declaration of policy.

Sec. 13. Provision shall be made by the Executive Board for sessions of the various sections at annual meetings of the Association, and the programs for the same shall be prepared by the officers of sections in consultation with the program committee. Sessions of sections shall be open to any member of the Association, but no person may vote in any section unless registered as a member of the same. The registered members of each section shall, at the final session of each annual meeting, choose officers to serve until the close of the next annual meeting.

#### **Committee's Comment on Sections 9-13**

The Committee sees no reason to suggest a change in the provisions for sections which it recommended in its first report. It does not claim that these provisions solve the problem of the relations of the affiliated organizations with the American Library Association. It does suggest that they afford one solution of that problem, and that these By-Laws provide more definitely for the organization of the existing sections than is provided in the present Constitution. If none of the affiliated organizations care to become sections of the American Library Association, it is perfectly possible that other organizations may wish to do so in the future, and Section 10 should therefore stand. Sections 11, 12 and 13 seem to the Committee advisable with reference to the organization and maintenance of the existing sections or others which may be created.

Sec. 14. There shall be a standing committee of the Council consisting of four members, the chairman of which shall be the president of the Association, one mem-

ber to be appointed each year by the president of the Association to serve for three years. This committee shall prepare programs for Council meetings, and mail them to the Council in advance of the meetings.

#### **Standing Committees**

Sec. 15. The standing committees of the Association, which are to be appointed by the Executive Board, shall be as follows: Auditing (to consist of three members, to audit the accounts of the Executive Board, secretary, treasurer, assistant treasurer, trustees of the endowment fund and all committees having expenditure of money); editorial (a committee of five, whose duty shall be to secure and pass upon material for publication by the Association, especially catalogs, indexes and other bibliographic and library aids); public documents; coöperation with other educational associations; library administration; library training; international relations; bookbuying; bookbinding; federal and state relations; publicity; library work in hospitals and charitable and correctional institutions; work with the foreign born; standardization of libraries and certification of librarians; travel, coöordination; work with the blind; program (to consist of the president, secretary and one other member to be appointed by the president); improvement of conditions of library workers.

Sec. 16. The Executive Board shall at each annual meeting of the Association appoint a committee of three on resolutions, which shall prepare and report to the Association suitable resolutions of acknowledgment and thanks.

#### **Votes by Correspondence**

Sec. 17. Approval in writing by a majority of a board or committee shall have the force of a vote, provided not more than one member expresses dissent. If one member dissents, the vote shall not be effective until such member has had opportunity to communicate his views to the other members and a second vote has been taken. If two members, on the second mail vote, dissent, the action shall fail.

## *Consider and Act*

Have you stopped to consider what you owe to the founders of the American Library Association?

We owe to them and the Association which they established, the standardization of library methods, the opportunity for standardized training, the recognition of our work as a profession, the broadening of the scope of library work, the constant interchange of valuable ideas, the channel through which the inexperienced can come into vital contact with the experienced.

If you are not a member of the A. L. A. do you not feel indebted to your professional organization to the extent of the small membership fee?

If you are a member, the A. L. A. claims your allegiance to the extent of any reasonable effort on your part to induce your co-workers to become members.

The Membership Committee urge you to read thoughtfully the message of the President on the last page of the November Bulletin.

We are hoping for a 100% membership in all of the large libraries; we expect effective co-operation from every State Association and Library Club. We want the virus of enthusiasm to work in every person employed in the Library field.

Let us all pull together, for the A. L. A. is worthy of our support.

THE MEMBERSHIP COMMITTEE.

GRATIA A. COUNTRYMAN, *Chairman.*

# BULLETIN

OF THE

# AMERICAN LIBRARY ASSOCIATION

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VOL. 15, No. 2

CHICAGO, ILL.

MARCH, 1921

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## Swampscott Meeting A. L. A. Publications

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PUBLISHED SIX TIMES A YEAR.

FREE TO MEMBERS.

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## THE SWAMPSCOTT CONFERENCE, JUNE 20-27, 1921

### PRELIMINARY ANNOUNCEMENTS

THE American Library Association will hold its 1921 conference at Swampscott, Mass., June 20-27, 1921.

The following Associations, Sections and other groups are expected to meet during the week: College and Reference Section, Trustees Section, Catalog Section, Children's Librarians Section, Professional Training Section, Agricultural Libraries Section, School Libraries Section, Lending Section, Librarians of small Libraries Round Table, Training Class Instructors, Librarians of Religion and Theology, Public Documents Round Table, National Association of State Librarians, League of Library Commissions, American Association of Law Libraries, Special Libraries Association, A. L. A. Council, Association of American Library Schools, and Library Workers Association.

The attractions of Boston and vicinity will undoubtedly bring large numbers from all parts of the country in spite of the high cost of traveling, and the Program Committee is planning to allow ample time for excursions to points of historical and literary interest.

The following statements have been prepared by Mr. F. W. Faxon, chairman of the Travel Committee. His associates on the committee are C. H. Brown, of Washington, and John F. Phelan, of Chicago.

### HOTEL ACCOMMODATIONS

The New Ocean House, one of the most up-to-date and exclusive hotels on the Atlantic Coast, will be headquarters. Here and in the fireproof assembly hall on the grounds, will be held the general sessions and all other meetings. This hotel, its

broad front facing the ocean, and the adjoining, connected, seven-story concrete section, will accommodate approximately seven hundred people. Five cottages on the hotel grounds will house nearly one hundred more. All meals will be in the hotel dining room, American plan, for those having rooms in the hotel or its cottages. Only persons staying five days or more will be assigned to the New Ocean House. Those staying less than five days will apply for rooms in the other hotels or rooming houses.

Hotel Preston, directly on the ocean, in the exclusive residential section of the North Shore Summer Colony, one mile from the New Ocean House, accommodates two hundred and fifty, and a free bus service will be provided for those assigned there, giving quick transportation to and from the conference meetings. It is an up-to-date hotel, and will be chosen by those who enjoy the quiet rest outside headquarters.

Hotel Bellevue, fifteen minutes' walk from Headquarters, and on trolley line running every fifteen minutes directly to the assembly hall on the New Ocean House grounds (fare 10c or 15 rides for \$1.00), will accommodate about fifty, American plan.

The Willey House and cottages, nearer headquarters, and also on the trolley line, will provide for one hundred persons, American plan.

For those desiring to attend the conference at a minimum of expense, as many rooms will be provided in near-by private houses as may be desired, with meals in the New Ocean House cafeteria, seating two hundred at one time.

### RATES PER PERSON PER DAY, AMERICAN PLAN

(Fractional days, after the first, pro-rata)

#### NEW OCEAN HOUSE AND FIVE COTTAGES

With meals in main dining-room, seating 800

No single rooms will be available June 20th to 25th, and a minimum stay of five days must be booked by those applying for rooms here. These restrictions are made by the

local committee that the greatest number possible may be housed at Headquarters. Prices granted us are about two-thirds regular rate, and same menu is given as during the season.

Two in a room, twin beds, private bath.....	each	\$8.00 per day
Four in two rooms, twin beds in each, bath between.....	each	8.00 per day
Three in a room, twin beds and cot, private bath.....	each	7.50 per day
Six in two rooms, private bath between, twin beds and cot in each room.....	each	7.00 per day
Eight in two very large parlor front rooms, twin beds and two cots in each room, bath between.....	each	6.50 per day
Two in a room, twin beds, without bath.....	each	6.25 per day
Two in a room, double bed, without bath.....	each	6.00 per day
Three in a room, twin beds and cot, no bath.....	each	5.75 per day
Cottage rooms for two, without bath.....	each	5.50 per day

During convention week, the New Ocean House will furnish music by the Meyer Davis Orchestra of Washington and Philadelphia, and opportunity for dancing on several evenings will be provided.

Tennis and other lawn games are provided on the lawns surrounding the New Ocean House. The Tedesco Country Club eighteen-hole golf course, is a mile and one-half distant. Ocean bathing for those desiring it is available, temperature of water in June about 60.

#### HOTEL PRESTON, AND COTTAGES ADJACENT

American plan, and including free bus service to and from meetings (six rides a day)

Two in a room, twin beds, private bath.....	each	\$8.00 per day
Four in two rooms, twin beds in each, bath between.....	each	7.50 per day
Three in a room, twin beds and cot, private bath.....	each	7.50 per day
Six in two rooms, twin beds and cot in each room, bath between.....	each	7.00 per day
Two in a room, double bed, without bath.....	each	6.00 per day
Single room, without bath.....	each	6.50 per day

#### BELLEVUE HOTEL

American plan

Two in a room, with bath.....	each	\$7.00 per day
Two in a room, without bath.....	each	5.50 per day

#### WILLEY HOUSE, AND COTTAGES ADJACENT

American plan

Two in a room, without bath.....	each	\$5.00 per day
Two in a room, with bath.....	each	6.00 per day
Single room, without bath.....	each	6.00 per day

#### PRIVATE HOUSES

Private houses will let rooms (apply for these to Mr. C. E. Sherman, Librarian, Free Public Library, Lynn, Mass.) at \$1.00 per night per person. Delegates in private houses may obtain special meals at New Ocean House cafeteria: Breakfast.....\$0.50  
Lunch.....\$0.75 Dinner.....1.00

#### One-day Visitors

Transient delegates coming to Swampscott for the day only, and not remaining over night, may also get meals in the cafeteria. A few can be accommodated in main dining room, where lunch will cost \$1.50 (regular rate \$3.00) and dinner \$2.50 (regular rate \$4.00).

#### How to Make Reservations

Reservation of rooms should be made as soon as possible. Assignments will be made after April 10th. If all cannot be given the accommodation requested, pref-

erence will be given older members and those from outside New England. For all hotel and cottage reservations write to the American Library Association, care of New Ocean House, Swampscott, Mass., the management of which will acknowledge all letters, and, assisted by Mr. F. W. Faxon of the local committee, will make all assignments.

For rooms in private houses, address Mr. C. E. Sherman, Free Public Library, Lynn, Mass., who has undertaken to arrange that part of the rooming.

State in your application exactly the

kind of room wanted, and price as per schedule above, also day of arrival. Give names of persons you have arranged to room with, or state if you wish roommates assigned you. Remember that we cannot provide single rooms at headquarters, and if you apply for room there specify at least a five days' visit. Indicate your second choice in case desired accommodations cannot be had. Headquarters hotel cannot take everybody; Hotel Preston, also on the ocean, offers greater quiet and rest and less crowd.

The reduced rates made for the conference week at New Ocean House, will be available for several days before June 20th, and will hold for those who wish to remain after the meeting is over, until the afternoon of Friday, July 1st.

#### POINTS OF INTEREST, SWAMPSCOTT AND VICINITY

Swampscott, a typical old-time village, is twelve miles from Boston, and one of the most exclusive sections of the North Shore of Massachusetts. It is on the Boston & Maine R. R., about a mile beyond Lynn. It may be reached from Boston by motor via Revere Beach and through Lynn, over the Metropolitan Parkway system, which follows the water practically all the way. Train service is frequent, time required about thirty minutes.

Puritan Road, on which the New Ocean House is situated, is a continuation of the Shore Boulevard, established in 1629. This is the oldest and most famous highway along the North Shore, and was originally the Indian trail called The Path of Peace. Aside from the beautiful summer residences and the fishing colony, Swampscott itself has few points of particular interest. One exception is the old Humphrey House, at 99 Paradise Road, the oldest house in New England, built and occupied by Assistant Governor John Humphrey previous to 1637, possibly in 1634.

The following are some of the places of interest in the vicinity of Swampscott:

MARBLEHEAD—world famous for its fine harbor and as the yachting center of the New England coast. Home of the Eastern and Corinthian Yacht Clubs. Well worth a visit for its picturesque old houses and narrow streets. Distance five miles.

NAHANT—noted for its beautiful scenery. Formerly the summer home of the poet Longfellow and the historians Motley and Prescott. Present home of Senator Henry Cabot Lodge. Distance two miles.

LYNN WOODS—a magnificent tract of wild woodland under the supervision of the Lynn Park Commissioners. Distance four miles.

SALEM—quaint historic town founded in 1626. Has many relics of Old New England days and numerous fine old colonial houses. "The Witch House" and "House of the Seven Gables" may still be seen here. Distance four miles.

REVERE BEACH—a modern seaside resort for the people. The Coney Island of Massachusetts. Distance five miles.

BEVERLY—a historic North Shore settlement, containing many beautiful summer homes. Distance six miles.

PRIDES CROSSING—one of the most beautiful sections along the North Shore. The home of many wealthy summer visitors including the magnificent estate of the late Henry C. Frick. Distance ten miles.

MANCHESTER—famous for its summer visitors of international reputation. The summer quarters of several foreign embassies and legations. Home of the Essex Country Club, one of the oldest and most exclusive in New England. Distance eighteen miles.

DANVERS—has many Colonial Homes of historic interest. "Oak Knolls" surrounded by great trees, where the Quaker Poet John Greenleaf Whittier spent most of his later years, may still be seen. In nearby Topsfield are found many types of Old New England architecture. Distance fifteen miles.

MAGNOLIA—fashionable resort, popular as the shopping center for the wealthy

summer colony of the North Shore. Practically all the exclusive New York shops are represented. Here the A. L. A. met in 1902. Distance twenty miles.

LEXINGTON—where the famous Revolutionary battle was fought. The rough boulder on Lexington Common, appropriately inscribed with the words of Captain Parker, marks the line of the "Minute Men" who accelerated the retreat of the British to Boston. Lexington is excessively rich in historic sites. Distance twenty-five miles.

CONCORD—home of patriots, scholars, philosophers. The first battleground of the Revolutionary War (The Old North Bridge), marked by the graves of British soldiers, the old monument and the newer statue of the "Minute Man." In the Old Manse nearby Hawthorne lived during the first four years of his married life. Nearby are the homes of Emerson and Louisa Alcott. Distance twenty-seven miles.

SUDSBURY—where the Wayside Inn is situated, made famous by the poet Longfellow in his "Tales of the Wayside Inn." Washington and Lafayette were among its honored guests. It still retains its old air of hospitality and the public rooms contain interesting relics. Distance thirty miles.

METHUEN—the peaceful village of Methuen, a suburb of Lawrence, dates back to 1725. Men of Methuen took active part in the Battle of Bunker Hill. Today along the Spicket River and on "Meeting House Hill" there are many lovely spots and historic homes. Distance twenty-five miles.

GLOUCESTER—the greatest fishing port in America, settled in 1623. Gloucester fishing schooners are celebrated for their yacht-like lines, their sailing qualities and their general seaworthiness. One of the most delightful motor trips, boulevards and parkways practically the entire way. Distance twenty-five miles.

PLYMOUTH—the landing place of the Pilgrims, is rich in lore of Old New England. Within the town are Plymouth

Rock, the site of the first house built in America, and in Pilgrim Hall, a splendid collection of authentic relics of the Mayflower. Distance fifty miles.

Of the above points of interest the local committee hopes to arrange for a large party visit to Plymouth, probably on Sunday, June 26, either by steamer or special train; also a motor excursion on some day during the conference, to cover Lexington, Concord, and return, if possible, via the Wayside Inn at Sudbury. An auto trip along the North Shore to Marblehead and Beverly, will, it is hoped, be provided on one of the afternoons during conference week.

The White Mountains of New Hampshire, famous for their beauty and as a tourist resort for New England people, are about one hundred miles north of Swampscott. Should applications be received from twenty-five or more persons desiring to spend a week in the White Mountain region, Mr. Faxon will plan and conduct a post-conference party, spending about three days in Jackson, whence trips would be made to North Conway, Intervale, Upper Bartlett, and Crawford Notch. Leaving Jackson, party would go by motor to Randolph, N. H., for a three-days' stay, and from that headquarters an all-day trip would be taken covering Bretton Woods (Mount Washington Hotel), Profile Lake, and the Flume of Franconia, returning through Jefferson. Opportunity would also be available for mountain climbing at both Jackson and Randolph. Cost of a trip covering from Monday, June 27, to Monday, July 4, including railroad, hotel room and meals, and motor trips as outlined above, would be \$58.00 for the eight days.

#### TRAVEL NOTICE

No reduced railroad rates will be possible from New England points to Swampscott next June, but there is a possibility that lines beyond New England may make either a summer-excursion fare or grant our convention a certificate-plan rate which will be approximately a little more

than a fare and one-half from Middle-Western and Southern points, and slightly less than two one-way fares from New York and Pennsylvania points. If certificate-plan tickets are granted it means that delegates must return home by route over which they came, starting within three days of the end of the convention.

Swampscott is a mile beyond Lynn, on the Boston & Maine R. R. and the North Station in Boston, from which the Boston & Maine starts, is across the city from the South Station, to which delegates would come arriving over Boston & Albany (N. Y. Central) or New York, New Haven & Hartford R. R. (the Pennsylvania R. R. connection). The Boston Elevated railway operates shuttle trains between the North and South stations.

At Swampscott the hotels are about one mile to a mile and one-half from Swampscott station, and motor-bus service must be used costing 50c one way for each passenger, and 60c for trunk.

By leaving train at Lynn depot, a trolley line may be used directly to the rear of the New Ocean House grounds, and to Willey House and Hotel Bellevue.

#### Present Railroad and Pullman Fares

Below are given the present one way fares from various points to Boston and price of a Pullman lower berth one way. Upper berth is approximately 80 per cent of the lower.

	Pullman Fare	Lower Berth
New York .....	\$ 8.92	\$ 4.05
Philadelphia .....	12.42	4.05
Washington .....	17.71	6.08
Atlanta via New York.....	42.93	14.58
Pittsburgh .....	25.97	6.89
Dallas via St. Louis.....	71.84	21.87
Birmingham via Cincinnati....	46.26	15.80
New Orleans via New York...	61.16	19.44
Denver .....	79.89	22.68
Buffalo .....	19.33	4.86
Detroit .....	29.89	8.10
Cleveland .....	26.41	6.89
Cincinnati .....	36.28	9.72
Chicago .....	39.64	10.94
St. Louis .....	47.02	12.96
Memphis via Cincinnati.....	52.90	15.80

St. Paul .....	55.05	13.77
Minneapolis .....	55.46	13.77
Omaha .....	59.00	15.80

#### CHICAGO PARTY

(Statement by John F. Phelan, Chicago Public Library)

Following the custom of former years, a special train out of Chicago is planned, providing a sufficient number (125) signify their intention of joining the special party.

Should we fail to meet the railroad requirement for special service, separate Pullman sleepers will be provided, to be attached to regular train for the accommodation of those who register with the travel committee before June 10th.

Railroad rates will be the important factor in determining the choice of routes, and it is hoped to announce these in a later Bulletin.

As this Bulletin goes to press an announcement of special railroad rates has been received. See page 35.

#### COMMERCIAL EXHIBITS

Space for commercial exhibits will be available in unlimited proportions on the main or office floor of the New Ocean House. Applications should be made directly to the management of the hotel. Price will be determined on basis of amount of space requested up to May 1st. Rate will vary from \$3.00 to \$5.00 per running foot for the entire meeting. No less than six feet will be considered.

#### COMMITTEES

The program committee for the conference consists of the President, First Vice-President and Secretary.

The members of the local committee are

- C. F. D. Belden
- J. Randolph Coolidge
- Anna M. Bancroft
- Wm. C. Lane
- Mrs. Bertha V. Hartzell
- Edward H. Redstone
- F. W. Faxon.

## A. L. A. FINANCIAL REPORTS, JANUARY, FEBRUARY, 1921

GENERAL FUNDS  
Receipts

Balance, January 1.....	\$ 7,379.02
Membership—annual dues.....	5,702.45
Life memberships.....	150.00
War Funds (for year 1921).....	8,300.00
Interest .....	37.93

\$21,569.40

## Expenditures

Bulletin .....	\$ 259.15
Conference .....	131.05
Committees .....	52.75
Salaries .....	2,583.32
Additional service .....	305.25
Supplies .....	268.95
Postage, telephone and telegraph .....	145.91
Miscellaneous .....	108.65
President's contingent fund .....	39.00
Travel .....	138.06
Trustees Endowment Fund .....	150.00
Balance, February 28.....	<u>17,387.31</u>

\$21,569.40

PUBLISHING BOARD FUNDS  
Receipts

Balance, January 1.....	\$ 1,955.31
Sale of publications.....	3,731.17
Sale of books (Review copies).....	180.00
Interest .....	5.76

\$5,872.24

## Expenditures

Salaries .....	\$ 1,249.98
Printing Booklist .....	809.22
Advertising .....	59.25
Express and postage.....	124.54
Supplies .....	321.77
Incidentals .....	79.00
Travel .....	188.19
Publications .....	1,098.20
Balance, February 28.....	<u>1,942.09</u>

\$5,872.24

WAR FUNDS  
Receipts

Balance on hand, January 1.....	\$ 72,815.62
Refund Enlarged Program.....	21,111.51
United War Work Campaign.....	100,933.75
Interest December and January.....	105.17
Miscellaneous .....	7,418.93

\$202,384.98

## Expenditures

Headquarters .....	\$ 8,300.00 <sup>1</sup>
Books for Blind.....	155.25
Paris .....	6,953.56
Coblenz .....	2,369.48
Merchant Marine .....	1,406.24
Hospitals .....	11,913.23 <sup>2</sup>
Navy .....	1,750.00
Miscellaneous .....	4,916.16
Balance on hand February 28—Cash.....	<u>37,763.92</u>

\$202,384.98

Balance on hand hand—Liberty Bonds .....	\$ 120,101.12
Balance with Libraries and Agents .....	31,585.75
Balance with Libraries and Agents .....	<u>12,934.19</u>

ENLARGED PROGRAM CAMPAIGN FUND  
Receipts

Balance on hand, January 1.....	\$ 1,623.77
Supplementary refunds January and February .....	66.57
Interest January and February...	34.21

\$1,724.55

## Expenditures

Miscellaneous, January and February .....	\$ 97.58
Transferred to Books for Everybody Fund as per vote of Executive Board Dec. 28, 1920.....	1,626.97
Account closed February 15, 1921.....	

\$1,724.55

## BOOKS FOR EVERYBODY FUND

## Receipts

Total contributions received to December 31, 1920, inclusive.....	\$ 51,229.99
New cash contributions and payments on pledges, Jan. & Feb..	6,161.84
Transfer from Campaign Fund...	1,626.97
Total interest received to February 28, inclusive....	\$159.20
Less total exchange.....	11.84

147.36

## Expenditures

Total checks drawn to February 28, inc.:	
Refund to War Funds final payment on loan .....	\$15,074.31
Immigrant Publication Society (its share of receipts New York City) .....	2,000.00
Refund to War Funds for Books for Blind. ....	1,037.20
Transferred to Campaign Fund (deposited in Books for Everybody Fund by mistake) .....	1,197.43
Balance on hand, February 28—Cash.....	<u>\$38,857.22</u>
Liberty Bonds .....	1,000.00

39,857.22

## \$59,166.16

## SUPPLEMENTARY BUDGET

## War Funds

(Approved by the Finance Committee and the Executive Board by correspondence vote.)

## Additional Receipts

Refund, Books for Everybody Fund.....	\$15,074.31
United War Work Fund.....	40,568.00

55,642.31

## Estimated Expenditures

Hospital service, Salaries and Miscellaneous expenses, for December, 1920, January, February and March, 1921 (including refund to Red Cross of money advanced for December salaries.....	\$20,000.00
Books and Magazines for hospitals. ....	15,000.00
Reserve .....	20,642.31

\$55,642.31

<sup>1</sup> Payment to A. L. A. Headquarters for year 1921.<sup>2</sup> Includes \$3,879.00 refund to Red Cross advanced by them for December salaries.

# BULLETIN

## OF THE

# AMERICAN LIBRARY ASSOCIATION

Issued in  
January, March, May, July, September and  
November

There is no subscription price and the  
Bulletin is sent only to members of the  
Association.

**AMERICAN LIBRARY ASSOCIATION**  
President—Alice S. Tyler, Western Reserve  
University Library School, Cleveland, O.  
First Vice-President—H. H. B. Meyer, Li-  
brary of Congress, Washington, D. C.  
Second Vice-President—Louise B. Krause,  
H. M. Bylesby & Co., Chicago, Ill.  
Executive Board—The president, vice-presi-  
dents and Linda A. Eastman, Public Li-  
brary, Cleveland, O.; Adam Strohm, Pub-  
lic Library, Detroit, Mich.; J. C. Dana,  
Public Library, Newark, N. J.; Edith  
Tobitt, Public Library, Omaha, Neb.;  
George B. Utley, Newberry Library, Chi-  
cago, Ill.; Azariah S. Root, Oberlin Col-  
lege Library, Oberlin, O.  
Secretary—Carl H. Milam, 78 E. Wash-  
ington St., Chicago.  
Treasurer—Edward D. Tweedell, The John  
Crerar Library, Chicago.  
Executive offices—78 E. Washington St.,  
Chicago.

THREE hundred sixteen new members  
joined the A. L. A. in January and  
February. Fifteen are institutional mem-  
bers, eleven are trustees, eighteen are  
library school students. Six annual mem-  
bers have become life members.

In January the new members numbered  
one hundred forty-six; in February, one  
hundred seventy.

The libraries showing the largest num-  
bers of new members are:

St. Louis .....	34
Cleveland .....	26
Birmingham .....	13 (2 are trustees)
Atlanta Carnegie Li- brary School.....	8 students
Buffalo .....	8
Kansas City.....	8
New York P. L.....	8
New York P. L. School	8 students
Gary .....	7 (6 are trustees)

ST. LOUIS local A. L. A. meeting  
was held in the St. Louis Public Li-  
brary on February 2d. About 60 invita-  
tions were sent out and 54 A. L. A. mem-  
bers were present. The purpose of the  
meeting was "to discuss measures for in-  
creasing the membership and influence of  
the A. L. A. in this locality."

Some of the objects that might be ac-  
complished by means of a local association  
of A. L. A. members were listed as fol-  
lows:

1. To represent St. Louis to and at the  
A. L. A.
2. To represent the A. L. A. in St.  
Louis.
3. For mutual improvement.
4. For mutual acquaintance.
5. To swell A. L. A. membership auto-  
matically.
6. To increase library salaries.
7. To better library service.
8. To increase local library prestige.
9. To recruit for librarianship.
10. To promote interlibrary comity.

The following resolution was unani-  
mously adopted:

**RESOLVED:** That the Executive Board  
of the American Library Association be  
informed of the present meeting of 54  
members of the Association living in and  
near St. Louis, and of the intention of the  
participants to hold other similar meet-  
ings in the future; and that the Board be  
asked to give its formal sanction to such  
meetings and to advise how they may best  
be held.

The following committee was appointed  
to call another meeting and to recommend  
a form of organization: Mr. W. L. R. Gif-  
ford, librarian of the Mercantile Library,  
chairman; Miss Bella Steuernagel, libra-  
rian of the Belleville, Ill., Public library;  
Mrs. Harriet P. Sawyer, principal of the  
St. Louis Library School.

**H**OW Many members by May 1st?  
In the May Bulletin we expect to  
print a list of all new members. It will  
be a sort of supplement to the Handbook,  
1920, which was corrected to January 1st.

The inclusion of a name on that list  
will be worth something to any library

assistant or librarian. Please pass the word along.

And do not forget your trustees. The A. L. A. needs the strength which comes from members not actively engaged in library work.

Copies of the leaflet "Why Join the A. L. A.?" and the membership application blank, will be sent in quantity for distribution, on request.

THE announcements of A. L. A. publications to be found on pages 36-39 in this issue are worthy of special attention. Four new editions of important pamphlets have been issued since January first; also the County Library leaflet and a reading list for the New Voter.

The most important publication is Booklist Books, 1920.

Miss Alice I. Hazeltine's "Plays for Children," will be needed in every library. It is in the printer's hands now but will probably not be ready for distribution before some time in April.

Suggestions for new publications are always welcome.

FINANCIAL reports are being published regularly in the Bulletin. They are purposely made brief and concise. Further information will be sent to any member on request. Those who are sufficiently interested will find it possible to check the current reports of receipts and expenditures against the budgets which appeared in the January Bulletin and the Supplementary War Fund budget in this number.

Two comprehensive reports have been compiled showing receipts and expenditures (1) of the War Funds from 1917 to January 1, 1921, and (2) of the Enlarged Program Funds to January, 1921. The treasurer expects to have them printed as soon as they have been examined by the auditors.

#### FACTS FOR TRUSTEES

THE president of a library board recently expressed the opinion that the time has come for compulsory library legislation. His argument was, that many backward towns and counties will not have majorities in favor of libraries for a generation; that libraries are necessary educational institutions and should be provided even for minorities; that education is a matter of interest to all the state; and therefore, that the state should require the maintenance of at least a minimum of library service for every urban and rural community.

Another man, an educator of national prominence (but not a librarian) said, a few weeks ago in a public address, that he thought the state should give financial aid to libraries as it now gives money to schools. And it was evident that he had in mind, not a mere pittance, such as is now provided for in certain states, but large sums, sums that will make it possible for libraries to become much more important factors in the field of voluntary education than they have ever been in the past.

THREE chapters of special interest to library trustees will be found in "A Library Primer," by John Cotton Dana of Newark, N. J., a new edition of which has just been issued by *Library Bureau*. They are "Trustees: What they should and should not do"; "Rules or by-laws for a board of trustees," and "The librarian: Note for trustees and friends of your library." The whole book is surprisingly interesting for a "primer."

SALARY standards for librarians may almost be said not to exist. A new library board in Virginia, noting this fact, has adopted the standards of the local school board. The result is highly satisfactory to the library employees, so satisfactory that they urge similar action by library boards everywhere.

## EMPLOYMENT WORK AT HEADQUARTERS

AT THE date of writing about one hundred and fifty people are registered at A. L. A. Headquarters as available for positions, library school and non-library school graduates being about equally represented. The registrants are from all parts of the country and present experience in all kinds of library work.

The demand has lessened somewhat for librarians for business libraries but has steadily increased for librarians in most other fields. The greatest need is for catalogers. While there are numerous opportunities for reference librarians, general assistants, and children's librarians, possibly with the exception of the last the dearth of available people is nowhere nearly so marked as in cataloging work.

Salaries offered as a rule are adequate for the positions to be filled, working conditions are excellent in the majority of instances, and open positions are not confined to any one part of the country or to large libraries. Many small libraries have secured librarians through the offices of the A. L. A. Sometimes, and always when desired, suggestions are made through the secretary of the State Library Commission.

The mail handled at the employment desk gives a reflection of what is being done. One day recently requests were received for recommendations for twenty-five positions, four people registered and forty-five letters relative to employment went out.

Inquiries are frequently coming in as to positions which will give opportunity for some formal library training, positions in a college library permitting time for carrying some college work, and positions in large libraries where apprentice training may be received.

Although as yet A. L. A. Headquarters is inadequately equipped to do extensive employment work, it is nevertheless glad

to be of service to libraries needing assistants and to librarians desiring change of positions. To the best of its present ability placement work is going steadily on.

The following are typical. For information concerning them address A. L. A. Headquarters.

**Wanted**—A children's librarian in a small town library. Salary \$1,200. Work is well organized but capable of extension. School work is important part.

**Wanted**—Assistant cataloger in University library.

**Wanted**—Position as head cataloger, by a library school graduate who has had broad cataloging experience and who reads five languages. Salary dependent upon location and work.

**Wanted**—Position as librarian of a town library where there is an opportunity to do extension work. Experience has been very general, but limited to one library.

## TO CATALOGERS

THE Catalog Section of the A. L. A. is most anxious to have a complete list of the catalogers of the country, and takes this means of getting a registration. Please send your name, address, position, education, training, experience, special line of work, etc., including, if you will, salary received and position and salary desired. If the information is sent on a catalog card, preferably typewritten, with name inverted for filing, the aid will be appreciated. Address Ellen M. Chandler, chairman Catalog Section A. L. A., Buffalo Public Library, Buffalo, N. Y.

Surely cataloging should have a strong appeal to young men and women just entering the profession. It offers an opportunity for interesting constructive work in a field requiring vision and technical ability combined, as well as a knowledge of books and people and of methods for bringing the two together.

The importance of the catalog in making the resources of the library available should bring to its construction some of the best ability of the library profession.

**NOMINATING COMMITTEE**

The executive board of the A. L. A. has appointed the following nominating committee:

P. L. Windsor, University of Illinois library, Urbana, chairman.

June Donnelly, Simmons College library, Boston.

Theresa Hitchler, Public library, Brooklyn.

Grace D. Rose, Public library, Des Moines, Iowa.

E. R. Perry, Public library, Los Angeles.

**SPECIAL RATES GRANTED**

As this Bulletin goes to press word is received that the Trunk Line Association, Passenger Department, has decided to sell round-trip tickets for the A. L. A. conference from points in New York, New Jersey, Delaware, Maryland, District of Columbia, West Virginia, most of Pennsylvania, and part of Virginia.

The rate of one and one-half fare to western gateways of New England Passenger Association Territory, plus double the one way fare therefrom, will be available to members of the A. L. A. and dependent members of their families, when identification certificates are presented. Those who take advantage of this rate must go and return by same route and must reach original starting point not later than June 30, 1921. Tickets will be on sale June 18th, to 20th.

It is hoped that other passenger associations will grant similar rates, but it is not expected that any rates will be granted in New England territory.

"The therapeutic value of books has become steadily more recognized, largely due to the fine work during the war and thereafter by the American Library Association, a work which is still being kept up in many places. Physicians, both in their private practice and in hospital work are giving more recognition to the fact that the right book at the right time can become a real factor in health building."

—*Publishers' Weekly*, Feb. 12, 1921.

**FOR SALE OR EXCHANGE****Grand Rapids (Mich.) Public Library.**

Moodie, Mrs. *Life in the clearings versus the bush*. N.Y. DeWitt.

Parker, S. *Journal of an exploring tour beyond the Rocky mountains under the direction of the A. B. C. F. M. performed in the years '1835, '36 and '37. 1838*. Ithaca. Author.

Reade, Winwood. *Martyrdom of man*. 8th ed. N.Y. Truth Seeker Co.

Smith, G. *Chaldean account of Genesis*. 1876. N.Y. Scribner.

Stephens, J. L. *Incidents of travel in Central America, Chiapas, and Yucatan*. 2v. 1841. N.Y. Harper.

Stevenson, W. B. *Historical and descriptive narrative of twenty years' residence in South America*. 3v. 1829. London. Longmans.

**FOR SALE****Waltham (Mass.) Public Library.**

A 60-drawer oak card catalog case in perfect condition, manufactured by the Library Bureau. Better reply early.

**WANTS****Providence (R. I.) Public Library.**

Advertising and selling. Aug. 16, 1919; April 17 and Oct. 30, 1920.

Aero. Oct.-Dec., 1918.

American Forestry. June, 1919.

Art World. Nov., 1916.

Arts and Decoration. Sept., 1919.

Building Age. June, 1919; April, 1920.

Cartoon. Jan., March, April, 1917.

Cosmopolitan. Jan., 1912; June-Aug., 1910.

Drama. Vol. 1, No. 4, & index.

**New York State Library.**

New York Agricultural Experiment Station at Geneva, publications. Circulars 2, 37; Bulletin 2, 9; Annual Report, 21st, 1903.

A list of gifts and bequests to American libraries for the year 1920, as reported to the American Library Association, appears in the March first number of *Library Journal*.

A short report of the Fourth General Session of the Colorado Springs conference, which was unintentionally and regrettably omitted from the published proceedings will be printed in the May Bulletin. Separates will be available for those who wish them. In the meantime typewritten copies will be sent on request.

*Is there a good 1920 book for libraries on  
Bolshevism?*

*What are six good ones on the European War?*

The Booklist staff has given its opinion on these  
and 64 other topics in

## The Booklist Books 1920

which is now being distributed. It is a careful selection of three or four hundred books of the last year best adapted to public library use.

Full information is given about each title, including publisher, price, classification number, Library of Congress card number, and suggested subject headings. The notes are interesting and descriptive.

A special list of technical books recommended by Donald Hendry, Pratt Institute Free Library, Brooklyn, is included.

You will need copies for your readers as well as for the staff. Put some on the New Book shelves and let them circulate as the books do.

*Last year the supply was exhausted before all orders were filled*

Single copies.....	35c
10- 50 copies .....	10% discount
50-100 copies .....	20% discount
100 or more.....	33 $\frac{1}{3}$ % discount

**American Library Association Publishing Board**

**78 East Washington Street, Chicago, Illinois**

*Librarians, Teachers, Playground Directors, Settlement Workers, Mothers—All Who Direct Children's Recreation and Education Will Be Interested in*

## Plays for Children

### *An Annotated Index*

By ALICE I. HAZELTINE

Supervisor Children's Work, St. Louis Public Library

With an introductory note by

CORA MEL PATTEN

Chairman Junior Department, Drama League of America

Books of interest to those producing plays are listed.

An index to plays, arranged alphabetically, is given with brief notes describing each play, giving number of characters, time required for presentation, etc.

Suggestions are made of plays suitable for special days and special occasions.

There are lists of books on costumes, folk dancing and singing games, pantomimes, operattas, and other special forms of plays.

**Price, \$1.50—Cloth.**

In this second edition twenty additional books have been indexed, increasing the number of plays by eighty-five.

**Ready in April**

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## The Booklist

### *Special Offer*

From now until July 1st, 1921, new subscriptions for one year will be entered at \$1.50.

(The regular price is \$2.00.)

Additional subscriptions from libraries now receiving one or more copies will be accepted at this rate.

**American Library Association Publishing Board**

**78 East Washington Street, Chicago, Illinois**

## *New Publications*

### **A County Library**

Four-page leaflet,  $5\frac{1}{4} \times 7\frac{3}{4}$  inches, with four illustrations. Designed for general distribution to help stimulate interest in a county library campaign. Tells what a county library is, how it works, how to make a start.

30 copies	\$1.00	1000 copies	20.00
100 copies	3.00	5000 copies	70.00
500 copies	12.00		

If your order is for 500 or more you may have your own imprint for \$1.00 extra. Other changes in wording to make leaflet fit your case will be made at cost.

Sample copy free on request.

### **The New Voter**

Annotated list of manuals for voters and books on citizenship. Eighty-page leaflet ( $3\frac{3}{8} \times 6\frac{1}{4}$  inches) for use in any part of the United States. Compiled by Cleveland Public Library. About 40 titles.

A few hundred copies have been printed and can be supplied at once, but this list will not be carried in stock. Type will be held until April 15th.

100 copies	\$1.50	1000 copies	12.00
Your own imprint \$1.00 extra.			

## *New Editions*

### **Mending and Repair of Books**

BY MARGARET BROWN; REVISED BY GERTRUDE STILES

One of the A. L. A. Handbooks.  
Single copies, 25 cents. In lots of 10 or more, 20 cents.

### **The College and University Library**

BY J. I. WYER, JR.

Chapter IV of the A. L. A. Manual.  
Many important changes have been made in this edition. Useful to any college librarian.  
Treats of the function, finances, administration, librarian of the college and university library.  
15 cents

### **Training for Librarianship**

BY MARY W. PLUMMER; REVISED BY FRANK K. WALTER

Chapter XIII of the A. L. A. Manual.  
Survey of the facilities for training: curricula, entrance requirements and tuition.  
15 cents

### **Library Legislation**

BY WILLIAM F. YUST

Chapter IX of the A. L. A. Manual.  
Up-to-date review of legislation by the chairman of the A. L. A. Committee on Legislation.  
Includes suggestion for public library law and county library law.  
15 cents

**American Library Association Publishing Board**

**78 East Washington Street, Chicago, Illinois.**

## Miscellaneous Publications

### Free

A. L. A. headquarters needs space. To make room, the following items, 1-13, will be given away. Postage or express will be paid by the A. L. A.

1. Three publications on the welfare work of the Kanegafuchi Spinning Company Limited of Japan.

One is a book of 116 pages bound in heavy paper; another is a cloth-bound collection of pictures; the third is a pamphlet. 25 sets.

2. The A. L. A. in Siberia. 47p. (200 copies.)

Letters written in 1918-19 by Harry Clemons about the A. L. A. War Service in Siberia.

3. Your job back home. 63p. Cloth. (Several hundred copies.)

Published for ex-service men. The pictures and brief vocational lists are still of value.

4. Preservation of newspapers. 1913. 6p. (50 copies.)

Report of a special committee on deterioration of newspaper print.

5. Some popular books on the war. 1918. 6p. (50 copies.)

6. Report of committee on relation of

the library to the municipality. 1912. 4p. (75 copies.)

Reprinted from A. L. A. Bulletin.

7. The library of the American university. James H. Canfield. 4p. (25 copies.)

8. State library commissions. Henry E. Legler. 8p. (10 copies.) What they are and what they are doing.

9. National library problem today. Richardson. 1905. 7p. (25 copies.)

10. Cataloging in legislative reference work. Ono M. Imhoff. 1912. 7p. (50 copies.)

11. The changing public. Walter L. Brown. 1917. 7p. (30 copies.)

12. Our libraries and the war. 1917. 7p. (25 copies.)

Report of preliminary committee to the A. L. A.

13. A code for classifiers—its scope and its problem. William Stetson Merrill. 1912. 12p. (8 copies.)

14. A. L. A. educational list. 1919. 34p. (250 copies.)

Books furnished by the A. L. A. for use in connection with the overseas schools established by the Army Education Commission.

### Free Except for Postage

The following items will be sent without charge except for transportation. Note weight given. Please inclose postage with order.

15. One thousand technical books. 1919. 123p. (Several hundred copies.) 7oz. wt.

A selected list with annotations emphasizing especially elementary practical books.

16. Five hundred business books. Ethel Cleland. 1920. 62p. (Several hundred copies.) 4oz. wt.

An excellent list for any library.

### Remainders, For Sale

17. Subject index to the A. L. A. Book-list. Vol. 1-6. January, 1905—June, 1910. 216p. 25c. (80 copies.)

19. List of economical editions. Compiled by LeRoy Jeffers. 1913. 32p. 15c. (Formerly 25c.) (196 copies.)

18. Subject index to the A. L. A. Book-list. Vol. 7, September, 1910—June, 1911. 108p. 10c. (100 copies.)

20. Some present day aspects of library training. C. C. Williamson. 1919. 7p. 5c. (300 copies.)

Items may be ordered by numbers if you refer to the March, 1921, Bulletin.

American Library Association Publishing Board

78 E. Washington Street, Chicago

## *What Does It Mean to Me?*

FOR centuries librarians lived a subterranean existence, isolated, detached from all the great movements going on in the world, almost in a state of reverie. In 1876 they realized that they were a profession and organized the American Library Association. During the world war, they made their conscious professional spirit the motive power which created and carried out successfully a comprehensive library service to the enlisted men in the Army and Navy of the United States. The A. L. A. is the embodiment of this conscious professional spirit. There is not a group of scientists, a learned profession, nor a line of business that does not have its national organization which is known and supported from Portland, Maine, to Los Angeles, California, and from Duluth to New Orleans.

There is a threefold reason, therefore, why Librarians should have a strong national Association for they combine and represent all three interests, the scientific, the professional, and the business. Let there be as many local and special organizations as you please, but unless we have one strong national organization we shall fail to exert the influence in the nation which it is now our right and duty to exert.

It has been iterated and reiterated until it has become worse than trite that every librarian should join the A. L. A. and one hears all too frequently the response "Why should I join the A. L. A.? What has the A. L. A. done for me?"

My own experience gives an excellent answer to both questions. I joined the A. L. A. from the simplest of motives, a desire to meet men and women of my own profession and to find out what others were thinking and doing. At first my progress was slow but this was because of lack of acquaintanceship. Now, however, I realize that I got out of the Association a thousandfold what I brought to it. I like to believe that the little I have contributed has aided in a like result to other members of the Association. If this is so it can only be because it has been added to the contributions of a thousand others made possible by the American Library Association.

To the younger members of the profession, to all who are not members of the A. L. A. I would say join at once. Join not merely by paying the initiation fee and dues but join with heart and soul. There is nothing you can do, as a first step, which will so advance the profession.

Libraries as such, and other institutions interested in library advancement, such as schools, colleges, and learned societies which depend upon libraries for the preservation and diffusion of the results of their labors, should subscribe to institutional membership, and thus secure the information and service now available at headquarters. This service is advisory to those needing assistance. It covers the duties of an employment bureau, and offers a series of publications of the greatest professional interest. To these should be added, the indirect service of fostering a high professional standard.

H. H. B. MEYER,  
*First Vice-President.*

# BULLETIN

OF THE

# AMERICAN LIBRARY ASSOCIATION

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VOL. 15, No. 3

CHICAGO, ILL.

MAY, 1921

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## Swampscott Conference List of New Members A New Constitution

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PUBLISHED SIX TIMES A YEAR.

FREE TO MEMBERS.

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Act of Congress of July 16, 1894. Acceptance for mailing at special rate of postage  
provided for in section 1103, Act of October 3, 1917, authorized on July 8, 1918.

## TENTATIVE SCHEDULE OF MEETINGS

Morning sessions at 9:30, afternoon sessions at 2:30, evening sessions at 8:00, with such exceptions as are specifically noted below.

	Morning	Afternoon	Evening
MONDAY June 20		Executive Board.	8:00 First General Session. 10:00 Reception.
TUESDAY June 21	9:30 Second General Session	2:00 Am. Assn. Law Lib. Special Lib. Assn. Catalog Sec. with persons interested in training. Children's Lib Sec. Lib. Bldg. Rd. Table. Late afternoon.—Motor trip to Marblehead, Salem & the North Shore.	8:00 Council. Natl. Assn. State Lib. Agric. Lib. Sec. Sch. Lib. Sec. Lib. Co-operation with Hispanic countries Rd. Table. Special Lib. Assn. group meeting.
WEDNESDAY June 22	9:30 Am. Assn. Law Lib. Special Lib. Assn. Pub. Doc. Rd. Table Sch. Lib. Sec.— High Schools group meeting. Small Libs. Rd. Table	2:30 Natl. Assn. State Lib. Catalogue Sec. Children's Lib. Sec. Training Class Instructors Rd. Table. Bibliographical Society of America. Special Lib. Assn. group meeting.	8:00 Third General Session.
THURSDAY June 23	All day outing. Visit to Lexington, Concord, Cambridge and Harvard University. Evening receptions and literary entertainment at the Boston Public Library.		
FRIDAY June 24	9:30 Fourth General Session — Joint meeting with Special Lib. Assn.	2:30 Am. Assn. Law Lib. and Natl. Assn. State Lib. — Joint session. Special Lib. Assn. College & Ref. Sec. League of Lib. Com. Small Libs. Rd. Table. Profess. Train. Sec.— Joint session with Assn. Am. Lib. Schools. Pub. Board	8:00 Library Sch. Dinners. Am. Assn. Law Lib. Lib. of Rel. & Theol. Rd. Table. Library Workers Assn. Special Lib. Assn. group meeting. Trustees Sec.
SATURDAY June 25	9:30 Fifth General Session — Joint meeting with League of Lib. Com.	2:30 Council. Lending Sec. Pub. Doc. Rd. Table. Sch. Lib. Sec.— Normal & Elementary Schs.	8:00 Sixth General Session. Council.
SUNDAY June 26	Special service at Trinity Church. Sight seeing trips. Visit to Boston Museum of Fine Arts at 4 p. m.		
MONDAY June 27	Visit to Plymouth and the South Shore, by boat and automobile.		

## THE SWAMPSCOTT CONFERENCE

THE Governor of Massachusetts, Channing H. Cox, Judge H. M. Towner, George Edward Woodberry, K. L. Butterfield, Dallas Lore Sharp, Robert Frost, Amy Lowell, and Joseph Lincoln are some of the prominent people who will help to make the Swampscott Conference unusually attractive.

Dr. George Edward Woodberry will deliver the address of welcome at the opening session Monday evening.

Judge Towner, member of Congress from Iowa, and well known among librarians and other educators for his connection with the Smith-Towner educational bill, will speak at the A. L. A. General Session on Wednesday, June 22, on "Libraries and the nation."

Dr. K. L. Butterfield, President of Massachusetts Agriculture College at Amherst, and one of the most prominent speakers and writers in America on the Country Life movement, will speak at a General Session Saturday morning on "Rural libraries and rural life."

Dallas Lore Sharp, will deliver an address at the opening meeting, Monday,

June 20, on "The prophet and the poet."

On Thursday evening the Local Committee will entertain the Association at the Boston Public Library. The Governor of Massachusetts will be present and will deliver a brief address. Mayor Peters, Amy Lowell, Joseph Lincoln and Robert Frost will be there to speak or read from their works.

There will be more than 50 separate meetings during the week and almost every conceivable library topic will be under discussion.

The Hotel and surroundings are unusually attractive, and the opportunities for pleasant sight seeing excursions are almost unlimited. Several special trips are being planned and will be "personally conducted" by the Local Committee. One or two of them will be free.

The manager of the New Ocean House writes (two months before the Conference) that the rooms are fast being taken. It is expected that this will be the biggest Conference in the history of the American Library Association.

### SWAMPSCOTT CONFERENCE PROGRAM

(Tentative)

#### GENERAL SESSIONS

**First Session, Monday evening, June 20**  
Address of Welcome—Dr. George Edward Woodberry.

Response by the President.

A greeting to the Association—Sarah Louise Arnold, dean of Simmons College, Boston, Mass.

The prophet and the poet—Professor Dallas Lore Sharp, Boston University.

10:00 p. m.—Reception.

**Second Session, Tuesday morning, June 21**  
The President's address—Alice S. Tyler.  
Greetings from four affiliated organizations by their presidents:

Edward H. Redstone, president of the National Association of State Libraries;

W. R. Watson, president of the League of Library Commissions;

Frederick C. Hicks, president of the American Association of Law Libraries;

Dorsey W. Hyde, Jr., president of the Special Libraries Association.

#### Business:

Constitution and By-Laws

Committee reports

National certification—C. C. Williamson

Recruiting for library services—

Library cooperation with other countries—Mary Eileen Ahern

Appointment of committees.

Announcements.

Other business.

**Third Session, Wednesday evening,  
June 22**

Subject: State Problems and State Progress in Library Affairs.

Program by the presidents of State Library Associations. Several short talks will be made by officers of the state organizations.

Libraries and the nation—Hon. H. M. Towner, member of Congress from Iowa.

Business:

Constitution and By-Laws.

Committee reports.

Other business.

**Fourth Session, Friday morning, June 24**

A joint meeting of the American Library Association and the Special Libraries Association.

Subject: Cooperation between Public and Special Libraries.

From the public library point of view—C. F. D. Belden, librarian, Boston Public Library.

June R. Donnelly, director Simmons College Library School.

**Fifth Session, Saturday morning, June 25**

Joint meeting of the American Library

**A. L. A. COUNCIL**

Open to all members of A. L. A.

**First Session, Tuesday evening, June 21**

Subject: Library Revenues.

Brief Talks as follows:

Effect of recent legislation on library revenues—William F. Yust.

What legislation can and what it can not do—

What legislation has proved most effective in producing an adequate revenue—Frederick C. Hicks.

Should public library boards have the power to levy the library tax?

Affirmative—William J. Hamilton.

Negative—

Results of Ontario tax law—W. O. Carson.

How such a law would affect some of our libraries—Samuel H. Ranck.

Association and the League of Library Commissions.

Subject: Library Extension: Its Scope and Methods.

The city's leadership in book distribution—Dr. Arthur E. Bostwick.

The rural library and rural life—Dr. Kenyon L. Butterfield, president of Massachusetts Agricultural College, Amherst, Mass.

Discussion of county library development—

State-wide library service—Julia A. Robinson, secretary, Iowa Library Commission.

**Sixth Session, Saturday evening, June 25**

Subject: Today's Tendencies in Book Publishing and Distribution.

Macgregor Jenks, Atlantic Monthly Press.

Frederic G. Melcher, National Association of Book Publishers.

Glenn Frank, Century Co.

Resolutions Committee report.

Report of Tellers of Election.

Unfinished business.

Installation of President.

Presentation of new officers.

Adjournment.

Co-operation with the Institute for International Education.

Council Business.

**Second Session, Saturday afternoon,  
June 25**

Subject: Recruiting for library service. Discussion opened by members of the Committee on recruiting—J. T. Jennings, Chairman.

Subject: What books should public libraries exclude?

Discussion opened by—

Subject: How A. L. A. Committees work. Discussion opened by C. B. Roden.

**Third Session, Saturday evening, June 25**

A short meeting will be held immediately following the last General Session if there is business to come before the Council.

## SECTIONS, AFFILIATED ORGANIZATIONS, AND OTHER GROUPS

### AGRICULTURAL LIBRARIES SECTION

#### Tuesday evening, June 21

The contribution of librarians to agricultural research—Eunice R. Oberly, librarian, Bureau of Plant Industry, Washington, D. C.

A study of agricultural library buildings of various types—W. M. Hepburn, librarian, Purdue University.

Agricultural publications of Canada—Jacquetta Gardiner, librarian, Ontario Agricultural College, Guelph.

Official agricultural publications of Latin-America. Prepared under the direction of L. S. Rowe, Director-General, Pan-American Union, Washington, D. C.

### AMERICAN ASSOCIATION OF LAW LIBRARIES

#### Sixteenth Annual Meeting

##### First Session, Tuesday afternoon, June 21

Address of welcome—Sumner Y. Wheeler, secretary, Essex Bar Association.

President's Address.

Committee Reports.

Committee on new members.

Committee on index to legal periodicals.

Committee on amendment of the constitution.

Committee on check list of bar association reports.

Joint Committee on national legislative information service.

Committee on A. A. L. L. dinner.

Appointment of

Nominating committee.

Committee on resolutions.

Auditing committee.

##### Second Session, Wednesday morning, June 22

The county law library system in Massachusetts—Howard L. Stebbins, librarian, Social Law Library, Boston.

John Himes Arnold—Edward B. Adams, librarian, Harvard Law School.

Appreciation of Alexander H. R. Fraser—E. E. Willever, librarian, Cornell University Law School.

The Bibliography of naval and military law—Arthur C. Pulling, librarian, University of Minnesota Law School.

#### Third Session, Friday afternoon, June 24

(Joint Session with National Association of State Libraries.)

Developments in state libraries—George S. Godard, librarian, State Library, Connecticut.

Historical sketch of American legal periodicals—Henry E. Dunnack, librarian, State Library, Maine.

#### Fourth Session, Friday evening, June 24

Present problems of law publishing—Burdett A. Rich, Lawyers Co-operative Publishing Company.

Famous and curious wills—Mrs. Gladys Judd Day, librarian, Hartford Bar library, Hartford, Conn.

Report of treasurer.

Report of auditing committee.

Election of officers.

Annual dinner, 6:30 p. m.

### BIBLIOGRAPHICAL SOCIETY OF AMERICA

#### Wednesday afternoon, June 22

Use of the photocopying machines in American libraries, as aids to bibliographical research and for other purposes.

Questionnaires now being collected by George W. Cole.

### CATALOG SECTION

#### First Session, Tuesday afternoon, June 21

Persons interested in training are urged to attend this session.

General topic: The catalog situation—

What has become of the catalogers? The objects of cataloging—Dr. Archibald Cary Coolidge, director, Harvard University Library.

Adventures among catalogs—Dr. Louise Fargo Brown, associate professor of history, Vassar College.

Making the dry side of cataloging interesting—Mrs. Frances Rathbone Coe, head, catalog department, Massachusetts State Library.

Discussion. Among the speakers will be Mr. Martel of the Library of Congress, Miss Margaret Mann of the United Engineering Societies Library, New York, Miss Anna M. Monrad of Yale University Library, Mr. Strohm of Detroit, and directors and instructors from the library schools.

**Second Session, Wednesday afternoon, June 22**

How the Library of Congress classification works out in a public library—Mrs. Jennie Thornburg Jennings, public library, St. Paul, Minn.

"Refractory material:" a symposium on methods of dealing with (but not cataloging of) music, pamphlets, maps, documents, Great War material, "easy books," school duplicates, etc. This will include a paper on "Refractory and unusual material in the Harvard Wendell collection," by Clara P. Briggs of Harvard College Library.

Short cuts in cataloging—Dr. Henry B. Van Hoesen, Princeton University Library.

**CHILDREN'S LIBRARIANS SECTION**

**First Session, Tuesday afternoon, June 21**

Childrens book week: A national movement—Frederic G. Melcher, National Association of Book Publishers.

A librarian's point of view—Clara W. Hunt, Brooklyn Public Library.

A book-seller's point of view—Bertha E. Mahony, Bookshop for Boys and Girls, Boston.

Discussion.

Report book production committee—Alice M. Jordan, Boston Public Library.

**Second Session, Wednesday afternoon, June 22**

The children's librarian of to-day and tomorrow—Effie L. Power, Cleveland Public Library.

Following Miss Power's paper, there will be a discussion of everyday problems such as the Book reviews, the Project problem and reserve books, Story-hours and clubs, Reading for credit, Attendance at the A. L. A.

**COLLEGE AND REFERENCE SECTION**  
**Friday afternoon, June 24**

Preparation of reference lists—R. J. Usher, Walter L. Brown.

Co-operation of university libraries in purchase of material—James T. Gerould, and others.

The present status of foreign bookbuying—M. L. Raney, and others.

Co-operation in genealogical work—Agnes C. Doyle, Boston, and others.

**HOSPITAL LIBRARIANS**

A "get-together" meeting is being planned.

All hospital librarians and those especially interested in hospital libraries who expect to attend the conference are requested to notify Miss E. Kathleen Jones, Massachusetts State Board of Education, Division of Public Libraries, State House, Boston.

**LEAGUE OF LIBRARY COMMISSIONS**  
**Friday afternoon, June 24**

Relationship between the central station of a county library and its branches—Sabra L. Nason, Umatilla County Public Library, Pendleton, Ore.

Ideals of library service in a city of 10,000 population—Mrs. Elizabeth W. Blackall, The Huntington Memorial Library, Oneonta, N. Y.

Reports of committees.

Reports of library legislation enacted by state legislatures in 1921.

What can commissions do toward securing adequate book service in state and county hospitals. Round table conducted by Caroline F. Webster, in charge hospital department, A. L. A. War Service.

The Fourth general session of the A. L. A. on Saturday morning, June 25, will be a joint meeting with the League of Library Commissions. For Program see page 4.

#### LENDING SECTION

Saturday afternoon, June 25

Staff unity through leadership: how to meet work, fellow workers and the public—Louise Prouty, librarian, Main Building, Cleveland Public Library.

Can librarians read?—Mary Prescott Parsons, librarian, public library, Morristown, N. J.

Round table: Perennial Circulation Problems.

Book losses and recovery—Marcia M. Furnas, chief, delivery department, public library, Indianapolis.

Circulation short cuts—Grace B. Finney, chief, circulation department, public library, Washington, D. C.

Where is my borrower's card?—Helen M. Ward, chief of circulation, public library, Detroit.

When is my book due?—Mrs. Jessie Sargent McNiece, chief, circulation department, public library, St. Louis.

General discussion.

#### LIBRARIES OF RELIGION AND THEOLOGY ROUND TABLE

Friday evening, June 24

Subject: Religious Books in Public Libraries.

The church and the public library—Arthur E. Bostwick, librarian, St. Louis Public Library.

The use of religious books in a library which serves both college and town—Azariah Root, librarian, Oberlin College Library.

The need of adequate representation of religious thought in the public library—The service which the public library can render to religious education—

#### LIBRARY BUILDINGS ROUND TABLE

Tuesday afternoon, June 21

A round table discussion on library buildings will probably be held at Swampscott on Tuesday afternoon, June 21. All who are interested in attending such a conference should communicate with Mr. Willis K. Stetson, librarian, public library, New Haven, Conn.

#### LIBRARY SCHOOL DINNERS

Tuesday evening, June 24

Officers of the alumni association should deal with the hotel management in making arrangements for these dinners.

#### LIBRARY WORKERS ASSOCIATION

Friday evening, June 24

The program for the meeting of the Library Workers' Association is not yet complete. It is expected that the main topics will be the correlation of library courses and standards in libraries, probably discussed from the point of view of the library school, the librarian and the assistant. Besides this there will be reports of the work and discussion of the plans for the coming year.

#### NATIONAL ASSOCIATION OF STATE LIBRARIES

First Session, Tuesday evening, June 21  
Public and school libraries of small towns and consolidated schools—W. F. Marshall, Mississippi.

Committee reports, etc.

Second Session, Wednesday afternoon, June 22

State libraries having archives departments—Herbert O. Brigham, librarian, Rhode Island State Library.

Election of officers, etc.

Third Session, Friday afternoon, June 24  
(Joint meeting with American Association of Law Libraries)

For program see page 5.

**PROFESSIONAL TRAINING SECTION**  
**Friday afternoon, June 24**

(Joint Session with the Association of American Library Schools.)

The practical work assignments of library school students—Dr. C. C. Williamson, chief of economics division, New York Public Library.

Statement regarding the work of the Association of American Library Schools—Josephine A. Rathbone, president.

Report of the work of the A. L. A. Committee on library training—Malcolm G. Wyer, chairman.

Reports on new features of training by representatives of various library schools and training classes.

Election of officers.

**PUBLIC DOCUMENTS ROUND TABLE**

**First Session, Wednesday morning, June 22**

Subject: Popular Use of Documents in Libraries.

Report of sub-committee, Jessie M. Woodford, chairman.

Discussion.

**Second Session, Saturday afternoon,**  
**June 25**

Supplementary report on Popular use of documents, based on the discussion at the first session.

The new printing bill.

**SCHOOL LIBRARIES SECTION**

**First Session, Tuesday evening, June 21**

Topic: The School Librarian.

The School librarian as an administrator—What the school expects of the school librarian.

Dr. Sherman Williams, state supervisor of school libraries, New York state.

(One other to be announced.)

Walter D. Hood, principal, Gilbert School, Winsted, Conn.

The relation of the College of Education to the training of the school librarian—Marlon Horton, principal, Library School of the Los Angeles Public Library.

**Second Session, Wednesday morning,**  
**June 22**

Normal and Elementary Schools

Topic: Instruction in the use of books.

Work with books in the modern school. Demonstration lesson in teaching the use of books.

Discussion and question box.

**Third Session, Saturday afternoon,**

**June 25**

High Schools

In charge of New England Association of School Libraries.

The librarian points the way—Dr. Jesse B. Davis, supervisor of secondary education, Hartford, Conn.

Our most pressing need—Adeline B. Zachert, director of school libraries, Penn.

**SMALL LIBRARIES ROUND TABLE**

First session, Wednesday morning, June 22.

Second session, Friday afternoon, June 24.

Program not yet ready.

**SPECIAL LIBRARIES ASSOCIATION**

**First Session, Tuesday afternoon, June 21**

Subject: How Business and Technical Executives Obtain Information.

Leroy D. Peavey, vice-president, Babson Statistical Organization, Wellesley Hills, Mass.

Daniel N. Handy.

One speaker to be announced.

**First Group Meeting, Tuesday evening,**

**June 21**

Subject: Obtaining Information for the Special Library.

Five-minute talks.

Round table discussion.

Group chairman: Lewis A. Armistead.

Discussion leaders: E. L. Baechtold, J. B. Carson, A. R. Hasse, M. A. Carabin, H. E. Henryshill, E. H. Redstone.

**Second Session, Wednesday morning,**  
**June 22**

Subject: The Practical Value of Special Library Information.

Frederick L. Hoffman, third vice-president and statistician, Prudential Insurance Co., Newark, N. J.

Charles C. Parlin, research manager, Curtis Publishing Co., Philadelphia, Pa.

F. E. Barrows, Pennie, Davis, Marvin and Edmonds, New York, N. Y.

Jeanne B. Foster.

**Second Group Meeting, Wednesday afternoon, June 22**

Subject: Organizing Special Library Data.

General chairman: George Winthrop Lee.

Discussion leaders: H. M. Rankin, M. Burnett, Louise Keller, M. C. Wells, E. L. Liebmann, W. D. Heydecker, Guy Marion.

**Friday morning, June 24**

Joint session with A. L. A.

**Third Session, Friday afternoon, June 24**

Subject: Business and Technical Information via the Special Library.

Francis H. Sisson, vice-president, Guaranty Trust Co., New York, N. Y.

H. V. Coes, engineering staff of Ford, Bacon and Davis, New York, N. Y.

One speaker to be announced.

**Third Group Meeting, Friday evening, June 24**

Subject: Organizing the Community's Special Library Service.

Rebecca B. Rankin.

Bertha V. Hartzell.

H. M. Rankin.

Alta B. Clafin.

W. G. Barnstead, first vice-president, Canadian Association of Record Officers, Toronto, Can.

Subject: Selling Special Library Service. General chairman: Mary B. Day. Discussion leaders: E. M. Taylor, M. Reynolds, M. L. Alexander, Ethel Cleland, E. R. Oberly, L. R. Gibbs, Alice Rose, J. H. Friedel, R. B. Power.

### TRAINING CLASS INSTRUCTORS ROUND TABLE

**Wednesday afternoon, June 22**

Discussion of plans for definite organization.

Question Box.

### TRUSTEES SECTION

**Friday evening, June 24**

They also serve—George Tripp, librarian, Free Public Library, New Bedford, Mass. What proportion of total public expenditures should public library trustees claim for their libraries?—J. Randolph Coolidge, Jr., trustee of Boston Atheneum.

Other prominent persons are being asked to make short talks and there will be ample opportunity for informal discussion.

The Committee on pensions and benefits will make its report. It is composed of Mrs. Ora Thompson of Rensselaer, Ind., Mrs. C. Henry Smith of Boulder, Colo., and Mr. S. J. Carter of Milwaukee, Wis.

Every library trustee who expects to attend the Conference is earnestly requested to communicate with the chairman of the section, Frank Hervey Pettingell, Los Angeles Stock Exchange, Los Angeles, Calif.

## TRAVEL AND HOTEL

### Special Rates

A special A. L. A. round trip ticket will be on sale to Swampscott, Massachusetts, from points (except New England) east of and including Chicago, Peoria, Burlington, Iowa, and St. Louis, and north of the Ohio and Potomac Rivers, including Wheeling and Louisville. These are on

## ANNOUNCEMENTS

sale June 18th to 20th. They are available only to members and their families. The price of these tickets is one and one-half fares from starting point to gateways of New England, plus twice the one way fare in New England. This will be equal to a saving over double the one-way fare of from fifteen to twenty dollars from Chi-

cago and St. Louis, and a less saving from points east of those cities.

These tickets require return by the same route used going, and return must start not later than June 28th, reaching destination before midnight of June 30th.

**SPECIAL NOTE:** *To obtain this A. L. A. round trip ticket, members must send 25c (stamps acceptable) to the A. L. A. Headquarters, 78 East Washington St., Chicago, and obtain IDENTIFICATION CERTIFICATE (one certificate is sufficient for delegate and dependent members of his family). This certificate must be presented to Ticket Agent at station of departure, and he will then issue a round trip ticket to Swampscott. The return portion of this ticket is to be validated at Swampscott depot on date of return, between June 20th and 28th inclusive.*

No A. L. A. reduced rates are granted in New England, or from Canada, Southern United States, or points west of Chicago, and St. Louis. Delegates from South and West should purchase tickets to nearest city from which reduction is made and then obtain, by presenting their *Identification Certificate*, the round trip reduced fare ticket.

Please note carefully that those desiring to stay in New England longer than June 28th, or wishing to return by different routes or stop over on way home, cannot use the special A. L. A. ticket.

Railroad fares and prices of Pullman berths are given below.

#### Local Travel Information

Swampscott is about thirty minutes' ride from Boston, on Boston and Maine railroad from North Station, Boston. All Swampscott trains also stop at Lynn, which is about a mile and one-half before reaching Swampscott. Trolleys marked either Swampscott, Beach Bluff or Marblehead run direct from Lynn depot to the New Ocean House Assembly Hall, at back of Hotel grounds, passing the Willey House, and those marked Beach Bluff or Marblehead go on past Bellevue Hotel. Cars run every seven minutes, and fare is about

seven cents if tickets (fifteen for \$1) are purchased. Persons coming for day meetings will find the use of trolley from Lynn the easy way, as Swampscott depot is a mile from the hotel, and bus fare one way is 50 cents.

For Hotel Preston, which is not on the trolley line, delegates will go to Swampscott depot and there take bus, and all those booked at the New Ocean House who have heavy suit cases are advised also to go to Swampscott depot and take the bus, as the trolley from Lynn passing the back of the New Ocean House grounds, would leave a distance equal to about three city blocks from trolley to New Ocean House office.

Delegates arriving at South Station, Boston (Boston and Albany, or New York, New Haven and Hartford Railroads) will find an elevated train service between South and North Stations, fare (as on all Boston trolleys) 10 cents. Allow about twenty minutes for connection from South Station to North Station trains.

The Local A. L. A. Committee will have guides both at Swampscott depot and at New Ocean House to direct delegates to their destinations, and all who register will be notified in advance of hotel or house address to which they are assigned.

#### Chicago Special Party—Chicago and the West

Arrangements have been completed with the New York Central Railroad for special party service out of Chicago, leaving the LaSalle Station, LaSalle and Van Buren Streets, on Sunday morning, June 19th at 10:25 o'clock (Standard time, one hour later than Chicago daylight saving time), arriving in Toledo at 3:35 p.m., Cleveland at 7:00 p.m. Monday morning at 5:57, Albany is reached, and arriving in Troy at 7:00 a.m., where connections will be made with the Boston and Maine railroad for the journey across country to Boston, arriving there at 3:10 p.m., where transfer will be made to local service to Swampscott, arriving at 4:28 p.m.

Upon arrival in Swampscott, busses and automobiles will be on hand to effect an immediate transfer of all members of the party, and their baggage, to the various hotels, allowing ample time to prepare for the opening session of the Conference, which is scheduled for 8 o'clock Monday evening.

Shortly after leaving Troy, the train enters the famous Hoosac Tunnel, through which all trains are now electrically operated. This is the longest tunnel on the American continent. From portal to portal the distance is four and three quarter miles. Leaving the tunnel, the Deerfield Valley stretches out before you, which teems with fascinating points of interest and beauty; its hills and mountains rise to varying heights from 1,200 to 2,000 feet, and each elevation offers an ever-enchanting, ever-changing panoramic surprise of scenery.

#### Railroad Rates and Pullman Fares

See the paragraph under "Special Rates" above, and the table of rates given below.

Round trip tickets and regular one-way tickets for those members intending to join the special party, must be routed via the New York Central and Boston and Maine railroads.

There is still a possibility that summer tourist rates may be available to Swampscott or Boston. If such rates are offered, due announcement will be made in the library periodicals.

Members traveling at the expense of city, state or federal government, who are entitled to tax exemption, are requested to file claim slips when sending Pullman deposit, and present slips when purchasing railroad tickets.

Information regarding other routes and rates will be furnished upon application to John F. Phelan, Chicago Public Library, Chicago.

#### Dining Car Service:

Dining car service will be regulated so as to avoid confusion and unnecessary waiting. Meals will be served a-la-carte.

Members are expected to co-operate by promptly leaving the dining car, upon completion of their meals.

#### Baggage:

Identification tags will be furnished to all those who register for the special party, on which please write your name, and name of the hotel at which you are registered, and attach one to each piece of baggage, including hand luggage required en route. This will facilitate handling and transfer upon arrival.

#### Finally

The committee urges an early registration. We trust that members from Chicago, the Middle West and the far West and North, who plan to attend the convention, will arrange their affairs and time to join the special party from Chicago.

The younger librarians, those who are looking forward to the thrill of their first conference, are especially urged to join our party, for they will not be strangers ere they reach Swampscott. Aside from the experience and the inspiration that awaits them at the Conference, an unusual opportunity will be afforded to visit the many places of historic interest in and about Boston, and to visit and study the work of the great libraries in the East.

Please register your name with, and address all correspondence relative to the Chicago party, to John F. Phelan, Chicago Public Library, Chicago.

#### Eastern and Southern Travel Arrangements

From New York to Boston many different routes are possible. The shortest and quickest is by rail via New Haven, New London and Providence. A second rail-route reaches Boston over the Boston & Albany, running via New Haven, Hartford and Springfield. The one-way fare from New York to Boston over each of these routes is \$8.92, including war tax. (To Swampscott, \$9.43). There are also several routes available from New York to Boston by boat—one by the Cape Cod

route and a second by the Fall River line. The Cape Cod boats leave New York at 5:00 p.m. and reach Boston about 8:00 a.m. State rooms run from \$2.70 to \$8.64, including war tax. The Fall River line leaves New York at 4:50 p.m. Change is made at Fall River in the morning for the train for Boston. The fare over either boat route is \$6.78.

On account of the short trip and the many different routes, no party arrangements will be made from New York to Boston.

From Philadelphia, Baltimore, Washington and points south, the most convenient arrangement is to take the Pennsylvania through trains direct from Washington to Boston. These trains run with through Pullmans and do not require change in New York City. The morning train leaves Washington at 8:15 a.m., and is due in Boston at 7:58 p.m. The night train leaves at 7:30 p.m., due in Boston 7:58 a.m.

Special Pullmans will be reserved for A. L. A. members, on the train leaving Washington at 7:30 p.m., Baltimore 8:35, Wilmington at 10:08 and West Philadelphia at 10:45, Sunday evening, June 19th. The amount of Pullman fare, as given in the table below, should be forwarded to C. H. Brown, Bureau of Navigation, Sixth Division, Navy Department, Washington, D. C., by June 15th. The Pullman ticket will be forwarded by return mail. Arrangements will be made for a special coach on the Boston & Maine, leaving Boston for Swampscott. The party will be personally conducted by Mr. Brown. Mr. Brown will be glad to furnish any information desired as to time tables, rates, etc., whether individuals wish to join the A. L. A. party or travel individually.

It is recommended that members travelling individually from New York and points south to Boston make their reservations early. The trains are crowded during the last two weeks of June, on account of the closing of the universities and the opening of the summer resorts.

It is recommended especially that those who desire to go by boat from New York to Boston, make their reservations before June 5th. The boats are usually sold out weeks in advance.

The following table gives the approximate one way fare; also the Pullman lower berth rate and the round trip railroad rate based on A. L. A. identification card. Unfortunately the special rates granted by the railroads do not effect any saving between New York and Boston. The saving from Washington and points South on A. L. A. rates is approximately \$4, with a somewhat less saving from Philadelphia and Baltimore.

For railroad tickets on through Pullman, Philadelphia and points South to Boston, approximately \$1.00 should be added to above fares and tickets should read: "via Hellgate route." As these tickets will avoid necessity of change in New York, it is believed that the comfort of through Pullmans is worth the additional charge.

Table of Railroad Rates and Pullman Fares

	Regular rate one-way	A. L. A. Identification Roundtrip	Pullman lower berth fare
Atlanta . . . . .	\$ 43.44	\$ 82.80	\$14.58
Richmond . . . . .	22.76	41.52	6.89
Dallas . . . . .	73.35	98.80	21.87
Birmingham . . . . .	46.77	60.73	15.80
New Orleans . . . . .	61.67	88.65	19.44
Washington . . . . .	18.22	32.44	6.08
Baltimore . . . . .	16.67	29.72	5.67
Philadelphia . . . . .	12.93	24.11	4.05
New York . . . . .	9.43	18.86	4.05
Pittsburgh . . . . .	26.48	..	6.89
Buffalo . . . . .	19.84	33.19	4.86
Cleveland . . . . .	26.92	43.82	6.89
Detroit . . . . .	30.40	49.03	8.10
Cincinnati . . . . .	36.79	58.62	9.72
Indianapolis . . . . .	37.36	60.37	10.94
Chicago . . . . .	40.15	63.67	10.94
Louisville . . . . .	40.85	66.57	10.94
St. Louis . . . . .	47.53	74.75	12.96
Kansas City . . . . .	57.40	99.39	15.80
Omaha . . . . .	58.91	102.39	15.80
Des Moines . . . . .	53.47	91.05	14.99
Grand Rapids . . . . .	35.13	56.65	9.72
Denver . . . . .	80.40	144.19	22.68
Salt Lake . . . . .	99.01	182.63	27.54
Los Angeles . . . . .	126.44	193.43	36.45
San Francisco . . . . .	126.44	193.43	36.45
Seattle . . . . .	124.44	193.43	35.64
St. Paul . . . . .	54.96	94.49	15.80
Minneapolis . . . . .	55.37	95.33	13.77
Duluth . . . . .	57.79	100.17	13.77
Memphis . . . . .	53.40	..	..
Milwaukee . . . . .	42.85	70.27	11.75

Upper berths are approximately 20 per cent less than the prices quoted.

**Hotels, Outside Rooms and Meals**

The schedule of rates at the various hotels was printed in full in the March A. L. A. Bulletin. They are all American plan, including meals.

For rooms in hotels and cottages apply to A. L. A., care New Ocean House, Swampscott, Mass. For rooms in private houses, write Mr. C. E. Sherman, Public Library, Lynn, Mass. Make application at once if you have not already done so.

Although it is the desire of the local committee, thinking only of the greatest good to the greatest number, to have three persons in as many as possible of the rooms at the New Ocean House, there will be no overcrowding. The rooms are large, the dining room is ample, the piazza is wide and the lobby of most generous proportions. The Hotel is accustomed to conventions and the standing of this Hotel insures adequate service. Therefore, the words "herding of delegates" and "dormitory conditions" are absolutely non-applicable to this Conference.

Meals for those at private houses will be provided in the New Ocean House Cafeteria; breakfast 50 cents; lunch 75 cents; dinner \$1 and these meals will also be available for those coming down for the day only. A few persons beyond those roomed in the New Ocean House and its five cottages can be accommodated in the main dining room, lunch \$1.50, dinner \$2.50.

A special rate for their annual dinner will be granted to those not registered at the New Ocean House who are members of any state or library school organization. Advance arrangements must be made for such groups and tickets distributed by the committees in charge.

A coupon ticket system for all taking meals in the main dining room will be maintained, and no admission to the room without proper ticket will be granted either to those guests of the Hotel or from outside.

It should be stated that the Bellevue Hotel is inland and the ocean cannot be seen. Hotel Preston is on a bluff directly

overlooking the water. The Willey House and cottages, near Swampscott Village, are just across the state boulevard from the shore.

Up to May 1st applications received numbered about 375 and the rooming committee urges all others who have not yet written to do so at once. The best chance at headquarters' hotel is now the room for three persons either with or without bath; or two rooms, bath between, for six. Although it has been announced that preference will be given to those from outside New England, the Committee wants all applicants listed at the earliest possible moment, and those from Massachusetts and other New England points will now please write at once for hotel rooms.

Rooms in private houses are about all spoken for, and any available from now on will be beyond walking distance from headquarters.

**Post Conference Trip to White Mountains  
(Register with Mr. Faxon before June 10th)**

The "White Hills" of New Hampshire, long famous for their beauty, and the source of many an interesting legend, offer a charming and restful Post-Conference vacation. The eight-day trip outlined below, planned and conducted by Mr. F. W. Faxon, for many years familiar with this district, will give to strangers a good general idea of the whole region, and to former visitors a chance to renew old acquaintances under the exceptionally delightful auspices of an A. L. A. journey. While the Rocky Mountains are inspiring and grand in their ruggedness, the charm of New Hampshire's mountains is in the beauty of their gently rolling wooded slopes and grassy valleys.

**Itinerary  
June 28th**

The party will leave Swampscott (or Boston) early Tuesday morning, June 28th, by train. Lunch will be provided and in the middle of the afternoon autos will convey the members from Glen and Jack-

son Station, four miles, to The Eagle Mountain House, Jackson, N. H. (Telegraphic and mail address), where our first three days will be spent.

#### June 28th to July 1st

Jackson is one of the noted resorts, on the south side of this mountain region, and the hotel chosen, three quarters of a mile above the village, commands a wonderful view of Carter Notch and a circle of mountain peaks. It is but a few moments walk from Jackson Falls. Jackson offers many walks and drives and easy climbs. Included in the party ticket, is an all-day excursion from Jackson, through Upper Bartlett, and the winding valley of the Saco River to its source, a little lake in Crawford Notch. The road crosses and recrosses the river many times and passes the site of the Willey Farm where a hundred years ago the tragedy occurred. The "Notch" becomes more and more narrow until there is but space for road and river between the towering mountains. Here we are ready for a campers' lunch at the base of Mt. Willard. Opportunity to climb this mountain over a good carriage road will be given, and the view is a wonderful one down the Saco Valley.

#### July 1st

On Friday morning, we leave the Jackson Valley, and motor about twenty miles through Pinkham Notch, where Mt. Washington in all its grandeur looms ahead of us. We stop to see the famous Glenelis Falls or Crystal Cascade—each a rather strenuous little climb from the main road—we then pass the site of the Glen House where the carriage road starts up Mt. Washington, and get a near and inspiring view of Washington, Jefferson, Adams and Madison—the "Presidential Range"—and thence around the eastern end of Mt. Madison and up to the summit of Randolph Hill.

#### July 1-5

Here at the Mt. Crescent House nearly 2,000 feet above sea-level, the party will

spend four days. (Mail and telegrams, Mt. Crescent House, Randolph, N. H.) Mt. Adams and Mt. Madison tower before us to the south with their rocky summits and deep ravines. This is the wild north side of the White Mountain Region, the trampers' paradise, where style is left behind. Stretching north, from Randolph Mountain behind the hotel, is an unbroken wilderness to the Canadian border while from the piazza the view to the east shows mountain ranges in Maine. Pine groves in front of the house lure us, mountain climbs beckon the energetic upward. "Mossy Glen" for the strollers; "Ice Gulch"—our nearest approach to a glacier in New England—for the sturdy trampers.

An all-day auto trip will cover Jefferson, to the west of the big mountains; Bretton Woods where is the Mt. Washington Hotel, famous as an A. L. A. headquarters in 1909; Profile Lake and the "Old Man of the Mountains" that great stone face so wonderful; and The Flume of Franconia, our nearest approach to a canyon in this region. Here our camp lunch will be eaten.

#### July 5th

Early July 5th (Tuesday) the party will leave Randolph by train for Boston, by way of Crawford Notch, through which the railway is built well up on the mountain side—a famous piece of engineering, and offering splendid mountain views. The party will disband at Boston in the early afternoon.

#### Special Information

Party limited to 50 persons.

Register for this trip with Mr. F. W. Faxon, 83 Francis street, Boston 17, Mass., before June 10th, sending \$10 advance payment. Balance to be paid at Swampscott. Checks received. Total cost for the 8 days—railroad, meals, hotels, and three auto trips \$58 based on two in a room without bath.—Swampscott to Boston.

For room with running water at Jackson add—\$1.50 each person.

For room with private bath at Jackson add—\$3.00 each person.

For single room at Jackson and Randolph add—50c a night.

NOTE: There are no rooms at Randolph with bath or running water, and if party is large but few single rooms at Randolph will be available.

Trunks should not be taken, but if desired, add \$3.00 for each trunk. Any who desire to go to New York from Randolph may leave the party there and have refund of \$7.00.

Illustrated booklets giving full details of the two hotels and regions adjacent will be sent anyone on application to Mr. F. W. Faxon, 83 Francis street, Boston 17, Mass.

Weather in the mountains in early July is likely to be comfortably warm in the middle of the day with cool night. Wraps for rides and evenings will be needed. For tramping, even to the highest peaks, hobnail shoes are not necessary; any strong boots with fairly thick soles will be found satisfactory.

#### Late Chicago Note

Special cars and special service will be available to all who join the Chicago party. Good schedules have been arranged and the trip is sure to be a pleasant one.

Time will be saved and service improved if the number of persons who register for the trip from Chicago reaches 125 and so justifies the railroad in putting on not a few extra cars but a special train. All those who expect to attend from this part of the country are urged to join the Chicago party at Chicago. It will not only make the trip pleasanter this year but will make prospects for special service in the future more certain. It is to the advantage of the Association as a whole to have a greater encouragement given in the special parties. The more we travel together the more recognition we will get from the railroads.

A. L. A. Travel Committee,

F. W. FAXON, Chairman,

C. H. BROWN,

JOHN F. PHELAN.

## LOCAL INFORMATION

### Special Excursions

The Local committee have made arrangements for the following excursions during the course of the Conference; tickets and all information will be available at A. L. A. headquarters, New Ocean House lobby.

Tuesday afternoon, June 21, at the invitation of the Lynn Chamber of Commerce and the Lynn Rotary Club, an automobile trip along the beautiful North Shore Boulevard, visiting Lynn, Nahant, Marblehead, Salem, Beverly and other points on the North Shore.

Thursday, June 23, an all-day trip by automobile to Lexington, Concord and Cambridge, following the route of Paul Revere's famous ride. There will be visits to many points of historical and literary interest; the automobile will pass the homes of Hawthorne, Alcott, Emerson, Lowell and Longfellow. The party will be conducted through the Widener Library

of Harvard and supper will be served in the Harvard Yard. The cost of the trip will be announced later. In the evening there will be an informal reception at the Boston Public Library, with readings and brief addresses by New England authors of distinction.

Sunday morning, June 26, at eleven, a special service will be held for members of the A. L. A. at Trinity Church, Copley Square, Boston. Dr. Alexander Mann, president of the Boston Public Library Board of Trustees and Rector of Trinity Church, will preach a special sermon. Seats will be reserved for librarians, trustees and their friends.

Sunday afternoon, June 26, from four to six o'clock, a reception to A. L. A. members and their friends, at the Boston Museum of Fine Arts.

Monday, June 27, a round trip to Plymouth by steam-boat and automobile. The route will include the harbors of Boston

and Plymouth, with a landing near the historic Plymouth rock; in addition to the sights of Plymouth, the party will visit Duxbury, Marshfield, Hingham and Quincy. The cost of the excursion will be about four dollars.

Tuesday, June 28 to Tuesday, July 5, an eight-day Post-Conference trip to the White Mountains of New Hampshire. (See detailed notice elsewhere.)

Tuesday to Saturday. The Local Committee will be glad to arrange and conduct sight-seeing tours in and around Boston during the week following the conference, for groups of librarians who remain in this vicinity. Consult the "Information Committee."

#### Notes

There will be opportunities at the New Ocean House for dancing, sea-bathing and all outdoor games. An "Information Committee," George Winthrop Lee, Chairman, at A. L. A. headquarters, will provide timetables and other needed data concerning all local trips, and will organize small parties to visit nearby points of interest. "Tell us what you would like to do, and we will arrange it for you."

Informal dress will be in order for gentlemen at all sessions and meetings.

An "Acquaintance Committee" will be on duty at A. L. A. headquarters to bring together those who desire an introduction.

The Trustees and Librarian of the Swampscott Public Library, which is near both the New Ocean House and Willey House, invite delegates to use the Library freely for reading, for rest and for committee meetings.

C. F. D. BELDEN,  
Chairman Local Committee.

#### Exhibits

The Sub-Committee, on Popular Use of Documents is planning an interesting exhibit showing how public documents are being used in some important libraries and suggesting many uses for them not ordinarily considered.

The Committee on Institutional Libraries will have an exhibit on hospital li-

braries. A hospital book wagon will be one of the features.

An exhibit of books, pamphlets, etc., of interest to those concerned with library co-operation between the United States and the Hispanic countries is being prepared by Dr. Peter H. Goldsmith, director, Inter-America Division of the American Association for International Conciliation.

Other exhibits will be made by library supply houses, publishers, etc.

#### Advance Attendance Register

The advance attendance register will include the names of all who write to the A. L. A., care New Ocean House, for hotel rooms, or to the Lynn Public Library, for rooms in private houses. Others who are expecting to attend, even for one session, are requested to send their names, library connections and conference addresses to F. W. Faxon, 83 Francis street, Boston, in order that their names may also be included in this printed list. The list will be sent to the printer about June 15.

#### Registration on Arrival

All persons attending the Conference are requested to register immediately on arrival, at A. L. A. Headquarters, in the lobby of the New Ocean House, and receive programs, badges, etc. Your friends will be inquiring about you and it will be impossible for the office to answer the inquiries until your name is entered on the lists of those present.

Registration at the A. L. A. desk is necessary for everybody who attends. The printing of your name in the advance attendance register is not enough.

#### Special Features

Arrangements are about concluded for the presentation of a cinema of the library work being done under the direction of Miss Jessie Carson in the devastated regions of France.

Among the distinguished visitors to the Conference for at least part of the week will be the Book Caravan—under the direction of Miss Bertha E. Mahony.

## A. L. A. CONSTITUTION

### Statement by the Committee

THE present Committee on constitution and by-laws was appointed by the Executive Board to do three things: to present to the conference at Swampscott for final adoption the Constitution voted on at Colorado Springs; to draw up by-laws for this constitution; and to suggest such amendments as will provide for certain changes in the organization and functioning of the A. L. A. that have been suggested by individuals and especially by the discussions at the mid-winter meetings of 1919-1920 and the Colorado Springs Conference.

The first task is simple.

In drafting by-laws, the committee has endeavored to provide for as many of the suggested changes as possible without amending the Constitution. Such provisions are: the increase and readjustment of dues; new machinery for nominations, providing for more candidates and a vote by mail, so that every member, whether in attendance at the Conference or not, may vote; a new basis of state representation in Council, designed to be more democratic; A. L. A. chapters, frequently suggested, which should strengthen the ties between the A. L. A. and the local organizations and give a representative form of government; a provision to put all publishing activities directly into the hands of the Executive Board, thus centralizing all the administrative functions of the Association; a simplification of the section on committees, making it possible to appoint special committees and discontinue committees as necessary; and regional meetings of the Association in sections not conveniently situated for attendance at the conferences of the Association.

In suggesting amendments, the chief purpose of the committee has been to make the A. L. A. as democratic as possible, and at the same time to centralize the administrative functions of the Association in the Executive Board thereby expediting action. There are evidently

two diverse opinions among the members; one wishing greatly to increase the powers of the Executive Board, either doing away with the Council or shearing it of most of its powers, the other desiring to increase the importance of the Council. The Committee has unanimously thought that the prevailing judgment of the Association is for a strong Council, and to this end has prepared new sections in the constitution providing for a reorganized Council which shall be the policy-making and legislative body of the Association, at the same time making provision for a referendum by the Council to the membership, and for a revision of the decisions of the Council by direct action of the membership.

In the opinion of the committee, the will of the Association is to concentrate all executive and administrative power in the Executive Board, as its name implies, to manage the affairs of the Association, and carry out its policies, not to form the policies.

Other detailed changes have been made to guard against hasty action by a small section of the Association, chiefly by providing a geographical quorum for the Council and for a referendum vote by mail on important matters of policy. In the Council itself, the state chapters can express their majority opinion through their delegates.

In regard to A. L. A. chapters it may be helpful to call attention to the fact that the unity of state Associations has not been jeopardized. Existing Associations may, if they wish representation in the A. L. A. Council, vote to become chapters. In local matters they remain as free as ever. The only change is that their representation in the A. L. A. Council is proportional to the number of their members who are also members of the A. L. A.

The committee considered carefully the

matter of biennial meetings, but was not unanimous for amending the constitution to provide for these. Distances are so great and expenses so heavy that annual meetings have become in a measure local meetings. Biennial meetings with regional meetings in off years might be a better plan. For the next two years, even with amendment, there will have to be annual meetings. The committee has amended the constitution so as to leave the time and place of meetings to the

**CONSTITUTION OF THE AMERICAN LIBRARY ASSOCIATION AS APPROVED AT COLORADO SPRINGS, JUNE 4, 1920.**

This Constitution, as approved at Colorado Springs, must be approved at another annual meeting of the Association before it becomes effective.

**CONSTITUTION**

**Name**

Sec. 1. The name of this body shall be the American Library Association.

**Object**

Sec. 2. The object of the American Library Association shall be to promote library service and librarianship.

**Membership**

Sec. 3. **Members.** Any person or institution interested in library work may become a member on paying the annual dues.

Sec. 4. **Honorary Members.** On nomination of the Council, honorary members may be elected by unanimous vote at any meeting of the Association.

Sec. 5. **Contributing and Sustaining Members.** Any person or institution eligible for or elected to membership may become a contributing or a sustaining member on payment of the required annual sums.

Sec. 6. **Life Members.** Any person eligible for or elected to membership may become a life member by paying the required amounts.

by-laws and has provided for regional meetings in the By-Laws.

Detailed exposition of changes is not possible here, but the membership is earnestly asked to consider with care the recommendations of the committee so that discussion at Swampscott may be intelligent and not unduly long.

Respectfully submitted,

MATTHEW S. DUDGEON.

MALCOLM G. WYER.

HENRY N. SANBORN, Chairman.

**CONSTITUTION OF THE AMERICAN LIBRARY ASSOCIATION AS PROPOSED BY THE NEW COMMITTEE—MESSRS. SANBORN, DUDGEON AND M. G. WYER**

This proposed constitution must be approved at two successive meetings of the Association before it becomes effective.

**CONSTITUTION**

**Name**

Sec. 1. The name of this body shall be the American Library Association.

**Object**

Sec. 2. The object of the American Library Association shall be to promote library service and librarianship.

**Membership**

Sec. 3. **Members.** Any person interested in library work or any institution whose activities involve or are in any way related to library work may become a member upon payment of the dues provided for in the by-laws.

Sec. 4. **Honorary Members.** On nomination of the Council, honorary members may be elected by unanimous vote at any meeting of the Association.

Sec. 5. **Contributing and Sustaining Members.** Any person or institution eligible for or elected to membership may become a contributing or a sustaining member on payment of the annual sums provided for in the by-laws.

Sec. 6. **Life Member.** Any person eligible for or elected to membership may become a life member upon payment of the fees provided for in the by-laws.

**Meetings**

**Sec. 7. Annual Meetings.** There shall be an annual meeting of the Association at such place and time as may be determined by the Executive Board.

**Sec. 8. Special Meetings.** Special meetings of the Association may be called by the Executive Board, and shall be called by the president on request of fifty members of the Association. At least one month's notice shall be given, and only business specified in the call shall be transacted.

**Sec. 9. Votes by Institutional Members.** The vote of an institutional member shall be cast by the duly designated representative whose credentials are filed with the secretary. In the absence of such designation or of such delegate, the vote may be cast only by the chief executive officer of the institution.

**Sec. 10. Quorum.** Fifty members shall constitute a quorum.

**Management**

**Sec. 11. Executive Board.** The administration of the affairs of the Association shall be vested in the Executive Board, which shall consist of the president, first vice-president, second vice-president, treasurer and eight other members. The members of the Executive Board, other than the president, the vice-presidents and the treasurer, shall be elected as hereafter specified. At the annual meeting of 1921 there shall be elected by ballot four persons to serve as new members of the Executive Board. Immediately after their election they shall divide themselves by lot into two equal classes, of which the terms of the first class shall expire three years later, and of the second class four years later. At each annual meeting thereafter two members shall be elected to the Executive Board to serve for four years.

**Sec. 12.** The Executive Board shall have power to fill all vacancies in office pro tempore, the person so elected by the Executive Board to serve only until the next

**Meetings**

**Sec. 7. Meetings.** *Meetings shall be held as provided for in the by-laws.*

**Sec. 8. Votes by Institutional Members.** The vote of an institutional member shall be cast by the duly designated representative whose credentials are filed with the secretary. If there shall be no such person designated, or if at any meeting such person be not present the vote may be cast by the chief executive officer of such institution and by no one else.

**Sec. 9. Quorum.** Fifty members shall constitute a quorum.

**Management**

**Sec. 10. Executive Board.** The administration of the affairs of the Association shall be vested in the Executive Board, which shall consist of the president, the first vice-president, the second vice-president, and the treasurer of the Association, and eight elective members. The elective members shall be elected by the Association, under the provision of the by-laws, two each year, each to serve for a term of four years.

**Sec. 11.** The Executive Board shall have power to fill all vacancies in office pro tempore, the person so elected by the Executive Board to serve only until the next

annual meeting of the Association, except that in the case of the death, resignation or inability to serve of the president of the Association, the ranking vice-president shall become president. The election of a member of the Executive Board to the office of president, vice-president or treasurer shall create a vacancy in the Board.

Sec. 13. Meetings of the Executive Board may be called by the President at such times and places as he may designate, and shall be called upon request of a majority of the Board.

Sec. 14. Quorum. A majority shall constitute a quorum of the Executive Board.

Sec. 15. Finance Committee. There shall be a finance committee of three, the chairman of which shall be chosen from the Executive Board. The finance committee shall prepare annual and supplementary budgets, within which appropriations shall be made by the Executive Board, and no expense shall be incurred in behalf of the Association by any officer or committee in excess of the authorized appropriation. The finance committee shall audit the accounts of the secretary, treasurer, trustees of the endowment fund, treasurer of the Publishing Board and all other accounts, and report to the Association at the annual meeting.

Sec. 16. Policy. No question involving the policy of the Association as such shall be voted upon by the Association until said question has been referred to the council, and a report thereon made by the Council to the Association; but the Council shall make a report upon every question so referred to it not later than at the next session of the Association held after such reference.

Sec. 17. Votes by Correspondence. Approval in writing by a majority of a board or committee shall have the force of a vote, if conducted under the conditions specified in the by-laws.

#### Officers and Committees

Sec. 18. The officers of the Association shall be a president, first and second vice-presidents, secretary, treasurer, and as-

regular meeting of the Association, except that in case of the death, resignation or inability to serve of the president of the Association, the ranking vice-president shall become president. The election of a member of the Executive Board to the office of president, vice-president or treasurer shall create a vacancy in the Board.

Sec. 12. Meetings of the Executive Board may be called by the president at such times and places as he may designate, and shall be called upon request of a majority of the Board.

Sec. 13. Quorum. A majority shall constitute a quorum of the Executive Board.

Sec. 14. Finances. There shall be a finance committee of three chosen by the Council. The Executive Board shall prepare annual and supplementary budgets, which must, before becoming operative, be approved by the finance committee. No expense shall be incurred in behalf of the Association by any officer or committee in excess of the authorized appropriation. The finance committee shall audit the accounts of the secretary, treasurer, trustees of the endowment fund, and all other accounts, and report to the Association at the regular meeting.

Sec. 15. Votes by Correspondence. Approval in writing by a majority of the Board or of any committee shall have the force of a vote, if conducted under the conditions specified in the by-laws.

#### Officers and Committees

Sec. 16. The officers of the Association shall be a president, a first vice-president, a second vice-president, a secretary, a

sistant treasurer. The president, vice-presidents and treasurer shall be elected at each annual meeting of the Association. The secretary and assistant treasurer, who shall be a trust company, shall be chosen by the Executive Board, shall hold office at its pleasure, and receive such salaries as it shall fix.

**Sec. 19. Officers.** The president, vice-presidents, secretary, treasurer, and assistant treasurer, shall perform the duties usually pertaining to their respective offices.

**Sec. 20.** The Executive Board shall appoint all other officers and standing committees of the Association and shall fix the salaries of all paid officers and employees.

**Sec. 21. Terms of Office.** All officers and all elected members of the Executive Board shall serve until the adjournment of the meeting at which their successors are chosen.

#### Council

**Sec. 22. Membership.** The Council shall consist of the Executive Board, all ex-presidents of the Association who continue as members thereof, all presidents of affiliated societies, fifty members elected by the Association at large, and one member from each state, provincial, or regional library association or club which complies with the conditions for such representation set forth in the by-laws. The elected members shall be chosen, ten each year, by the Association, to hold office for five years.

**Sec. 23. Meetings.** The Council shall hold at least two meetings a year, one of which shall be at the time and place of the annual meeting of the Association. Other meetings may be called by the President and shall be called upon request of twenty members. Twenty members shall constitute a quorum of the Council.

*treasurer, and an assistant treasurer.* The president, the vice-presidents, and the treasurer shall be elected at each regular meeting of the Association. The secretary and the assistant treasurer (who shall be a trust company), shall be chosen by the Executive Board, shall hold office at its pleasure, and shall receive such compensation as it shall fix.

**Sec. 17. Officers.** The president, vice-presidents, secretary, treasurer and assistant treasurer, shall perform the duties usually pertaining to their respective offices.

**Sec. 18.** The Executive Board shall appoint all other officers and *all committees of the Association not otherwise provided for*, and shall fix the compensation of all said officers and employees.

**Sec. 19. Terms of Office.** All officers and all elected members of the Executive Board and of the Council shall serve until the adjournment of the meeting at which their successors are chosen.

#### Council

**Sec. 20. Membership.** The Council shall consist of the Executive Board; all the ex-presidents of the Association; all the presidents of affiliated societies; one representative from each section; twenty-five members elected by the Association at large, who shall be chosen, five each year, each for a term of five years; and representatives from state provincial, territorial, and regional associations that comply with the conditions for such representation set forth in the by-laws. No person shall be a member of the Council who is not a member of the A. L. A.

**Sec. 21. Meetings.** The Council shall hold at least one meeting each year. There shall be a meeting at the time and place of the regular meeting of the Association, and if feasible, on the first day of the conference. Other meetings may be called upon request of twenty members. Twenty-five members with residence in fifteen different states, territories, or provinces shall constitute a quorum.

**Sec. 24. Duties.** The Council shall consider and discuss library questions of professional and public interest, and shall from time to time issue reports thereon; and it may by a two-thirds vote adopt resolutions on these or any other matters of library policy or practice; and no such resolutions other than votes of thanks shall be adopted without such reference.

**Sec. 22. Duties.** (a) All powers of the Association not otherwise provided for in the Constitution and by-laws shall be vested in the Council.

(b) The Council shall determine all policies of the Association as such, and its decisions shall be binding upon the Association, its officers, committees, and boards.

(c) The Association by a majority vote of those present at any session may refer any matter to the Council with recommendations, and may require the Council to report on such matter at any specified session of the Association.

(d) Any question of policy may, by a majority vote of the Council, be submitted to the Association to be voted upon either at a general session or by mail as the Council may determine.

(e) Any action of the Council shall be submitted to a vote by the members of the Association if within the six weeks following such action a petition signed by not less than two hundred members of the Association is filed with the secretary. Such petitions shall clearly state the issues between the petitioners and the Council and may ask for a vote upon any question which is germane to the subject matter passed upon in the Council action. Immediately upon receipt of such petition the secretary shall submit such issue to the members of the Association by means of printed ballots which shall clearly state the issues raised by the petition. Every member of the Association may thereupon vote upon such issues, returning the ballot as provided in the by-laws.

(f) No ballot received by the secretary later than six weeks after the mailing of the ballots to the members shall be counted. No such vote of the Association shall be binding as against the association of the Council unless one-fourth of the members of the Association shall have voted and unless three-fourths or more of the votes cast shall be adverse to the Council action.

(g) The Council shall promptly consider and discuss such questions of professional and public interest as are referred to it by the Association, its committees or boards, and it shall receive, consider, and promptly act upon all reports and recommendations made by committees of the Association.

(h) All resolutions coming before the Association shall be referred to the Council except resolutions of thanks.

#### **Endowment Funds**

Sec. 25. All receipts from life memberships and all gifts for general endowment purposes, shall constitute an endowment fund, which shall be invested and the principal kept forever inviolate. Gifts for special purposes accepted by the Association shall be kept in separate funds which shall be invested and kept inviolate. The interest shall be expended as the Executive Board may direct, in accordance with any conditions made by the donors and in consonance with the approved policy of the Association. The endowment fund shall be in the custody of three trustees, one of whom shall be elected by ballot at each annual meeting, to hold office for three years from the date of his election and until his successor shall be elected. No money from the endowment fund shall be invested or expended except on check signed by a majority of the trustees.

#### **Affiliated Organizations**

Sec. 26. The Council may by vote affiliate with the American Library Association any national society having purposes similar to those of the American Library Association. The dues of affiliated societies shall be based upon the number of its members who are not also members of the American Library Association as specified in the by-laws.

#### **Endowment Funds**

Sec. 23. All receipts from life memberships and all gifts for general endowment purposes, shall, *subject to conditions attached thereto*, constitute an endowment fund, which shall be invested and the principal kept forever inviolate. Gifts for portion shall be kept in separate funds which shall, *except as may be otherwise provided by the donor*, be invested and kept inviolate. The interest shall be expended as the Executive Board and the Finance Committee may direct, in accordance with any conditions made by the donors and in consonance with the approved policy of the Association. All endowment funds shall, *subject to conditions legally incident thereto*, be in the custody of three trustees, one of whom shall be elected by ballot at each *regular* meeting, to hold office for three years from the date of his election and until his successor shall be elected. No money from *any* endowment fund shall be invested or expended except on check signed by a majority of the trustees.

#### **Affiliated Organizations**

Sec. 24. The Council may by vote affiliate with the American Library Association any national society having purposes similar to those of the American Library Association. *The dues of affiliated societies shall be as provided in the by-laws.*

Sec. 25. State, provincial, territorial, and regional library associations and other library groups and organizations may be associated with the American Library Association and receive recognition in such

**By-Laws**

Sec. 27. By-laws may be adopted and amended by vote of the Association upon recommendation of the Executive Board or Council or of a special committee appointed by the Association to report thereon. Any by-law may be suspended by a three-fourths vote of those present and voting at any meeting of the Association.

**Amendments**

Sec. 28. This Constitution may be amended by a three-fourths vote of those present and voting at two successive annual meetings of the Association, provided that notice of the proposed amendments be sent to each member of the Association at least one month before final adoption.

**BY-LAWS FOR CONSTITUTION AS APPROVED AT COLORADO SPRINGS****Dues**

**Sec. 1. Amounts of Annual Dues.** (a) The annual membership dues of the Association for individuals receiving the A. L. A. Bulletin, except the Handbook and the Proceedings, shall be three dollars, and for individuals receiving the Handbook and the Proceedings, four dollars; for libraries and other institutions, five dollars, including the Bulletin, the Handbook and the Proceedings.

(b) On payment of twenty-five dollars annually, any person, institution or organization eligible for or elected to membership may become a contributing member; on payment of one hundred dollars or more annually, any such person, institution or organization may become a sustaining member.

**Sec. 2. Life Members.** On payment of fifty dollars, any individual member may become a life member.

**Sec. 3. Affiliated Societies.** (The Com-

a manner and under such conditions as may be provided in the by-laws.

**By-Laws**

Sec. 26. By-laws may be adopted and amended by vote of the Association upon the recommendation of the Executive Board or Council or of a special committee appointed by the Association to report thereon. Any by-law may be suspended by a three-fourths vote of those present and voting at any meeting of the Association.

**Amendments**

Sec. 27. This Constitution may be amended by a three-fourths vote of those present and voting at two successive *regular* meetings of the Association, held not less than four months apart provided that notice of the proposed amendments be sent to each member of the Association at least one month before final adoption.

mittee makes no recommendation until the Constitution is revised. It recommends that the annual dues shall then be twenty-five dollars.)

**Sec. 4. Chapter Dues.** Annual dues for each chapter shall be five dollars, and five cents for each member of the chapter in excess of fifty.

**Sec. 5. Unpaid Dues.** Members whose dues are unpaid on *July 1* of each year and who shall continue such delinquency for one month after notice of the same has been sent by the treasurer, shall be dropped from membership.

**Sec. 6. New Members.** Each new member shall be assigned a consecutive number in the order of joining and paying dues. A delinquent member rejoining and paying his arrears of annual dues shall receive his original number.

**Sec. 7. Fiscal Year.** The fiscal year of the Association shall be the calendar year.

**Nominations and Elections**

**Sec. 8. (a)** At least six months prior to the regular meeting of the Association the

Executive Board shall appoint a committee of five, no one of whom shall be a member of the Board, to nominate at least three candidates for each elective position to be filled.

(b) The report of the nominating committee shall be published in the Bulletin at least three months prior to the regular meeting of the Association, and shall place such nominations before the Association on a printed ballot which shall be known as the "Official Ballot." The nominating committee shall also include on such ballot other nominations filed with the secretary by any fifteen members of the Association at least two months before the regular meeting.

(c) At least six weeks prior to the regular meeting, the secretary shall mail a copy of the ballot to each of the members of the Association. Ballots shall be marked and returned to the secretary in sealed envelopes bearing on the outside the name and address of the member voting, together with the words "Official Ballot."

(d) The secretary shall check on a list of members the names of all members whose votes are received, but ballots shall not be opened until after balloting at the regular meeting. Ballots received by mail later than two weeks before the first day of the regular meeting shall be discarded. Election shall be held at the regular meeting, at which ballots may be cast by any members in attendance whose ballots by mail have not already been received and checked.

(e) No person shall be nominated as president or as first and second vice-president for two consecutive terms. The position and residence of each nominee shall be given on the Official Ballot.

#### State Representation in Council

Sec. 9. Each state, provincial, territorial association (or any association covering two or more such geographical divisions not having separate associations) which shall, according to the provisions of the by-laws of the Association, become

a chapter of the A. L. A. shall be entitled to one delegate in the A. L. A. Council.

Delegates shall be elected at meetings of the chapters, by the members of the chapter, to become members of the Council to serve until the next election of officers of the Association. Terms of delegates shall be coextensive with the term of the president of the Association.

Delegates before becoming members of the Council shall file with the secretary of the Association satisfactory credentials.

Sec. 10. There shall be at least two meetings of the Council annually.

#### Chapters

Sec. 11. State, territorial or regional chapters of the American Library Association may be established by the Council at the written request of ten members of the A. L. A. residing in the territory within which the chapter is desired. Local groups of fifty or more members of the A. L. A. within such regional or state division may in the same way become local chapters, registered as divisions of the regional, state or territorial chapters.

Chapters may adopt their own constitution and by-laws if they are harmonious with the Constitution and by-laws of the A. L. A.

Chapters may admit members who are not members of the A. L. A. These members shall not be counted in determining the apportionment of delegates to the A. L. A. Council.

A member of the A. L. A. who is also a member of more than one state or territorial chapter shall be accredited only to the chapter in the state in which he resides.

Chapters may be dissolved by the Council for good and sufficient reasons, and shall be dissolved if the chapter becomes inactive or the membership becomes less than the required minimum.

#### Sections

Sec. 12. Petitions for the establishment of sections shall be presented only by members actively engaged in the work of

the proposed section and by not less than twenty-five such members. Before such a petition be granted by the Council, it shall be referred to a special committee, to be appointed by the president, which shall investigate and report to the Council as to the desirability of such section. The Council shall have power to discontinue a section when in the opinion of the Council, the usefulness of that section has ceased.

Sec. 13. Sections may, if they so elect, charge annual dues, limit their own membership, issue publications, and in general carry on activities along the line of their own interest, accounting for their own funds solely to their own members.

Sec. 14. No authority is granted any section to incur expense on behalf of the Association or to commit the Association as such by any declaration of policy.

Sec. 15. Provision shall be made by the Executive Board for sessions of the various sections at regular meetings of the Association, and the programs for the same shall be prepared by the officers of sections in consultation with the program committee. Sessions of sections shall be open to any member of the Association but no person may vote in any section unless registered as a member of the same. The registered members of each section shall, at the final session of each annual meeting, choose officers to serve until the close of the next annual meeting.

Sec. 16. There shall be a standing committee of the Council consisting of four members, the chairman of which shall be the president of the Association, one member to be appointed each year by the president of the Association to serve for three years. The committee shall prepare outlines of matters for discussion at Council meetings, and shall mail them to the Council in advance of the meetings.

#### Publications

Sec. 17. The Executive Board shall administer all publishing activities of the Association. It shall appoint an editorial

committee of five members of the Association, who are not employes thereof, to secure and pass upon material for publication. The Executive Board shall make an annual report to the Association on its publishing activities.

#### Committees

Sec. 18. There shall be a committee on committees, appointed by the Council, which after conference with the president, shall recommend to the Executive Board the appointment or discontinuance of such committees, other than those provided by the Constitution and By-Laws, as the needs of the Association may require. The Committee on Committees shall define the duties of all committees so to be appointed.

Sec. 19. The Executive Board shall at each annual meeting of the Association appoint a committee of three on resolutions, which shall prepare and report to the Association suitable resolutions of acknowledgment and thanks.

#### Votes by Correspondence

Sec. 20. Approval in writing by a majority of a board or committee shall have the force of a vote, provided not more than one member expresses dissent. If one member dissents, the vote shall not be effective until such member has had opportunity to communicate his views to the other members, and a second vote has been taken. If two members on the second mail vote dissent, the action shall fail.

#### Privileges of Membership

Sec. 21. The privileges and advantages of the A. L. A. conferences shall be available only to those holding personal membership or representing institutional membership in the Association or to members of affiliated societies.

#### Regional Meetings

Sec. 22. The Executive Board may arrange for regional meetings to include such chapters or library associations as it sees fit to group.

**BY-LAWS FOR CONSTITUTION TO BE  
AMENDED AS PROPOSED BY THE  
COMMITTEE  
Meetings**

Sec. 1. There shall be an annual meeting of the Association at such place and time as may be determined by the Executive Board.

Special meetings of the Association may be called by the Executive Board and shall be called by the president on request of fifty members. At least one month's notice shall be given, and only business specified in the call shall be transacted. Note: (Sections 7 and 8 of the unamended Constitution transferred to By-Laws.)

**Dues**

Secs. 2-3. Sections 1 and 2 of proposed by-laws.

Sec. 4. **Affiliated Societies.** Annual dues for affiliated societies shall be twenty-five dollars.

Secs. 5-8. Sections 4 and 7 of proposed by-laws.

**Nominations and Elections**

Sec. 9. Section 8 of proposed by-laws, with the addition of the following provisions:

At each annual meeting of the Association there shall be elected as provided in the by-laws two members of the Executive Board to serve four years.

**State Representation in Council**

Sec. 10. Each state, provincial, territorial association (or any association covering two or more such geographical divisions, not having separate Associations) which shall, according to the provisions of the by-laws of the Association, become a chapter of the A. L. A. shall be entitled to one delegate in the A. L. A. for a membership of fifty or less and one additional delegate for each one hundred members who are members of the A. L. A., in excess of fifty. (The rest of this section the same as the last two paragraphs of proposed by-laws.)

Sec. 11. Section 10 of proposed by-laws.

Secs. 12-22. Sections 11 to 21 of proposed by-laws.

## EXECUTIVE BOARD MEETING

Chicago, Ill., April 2, 1921

**A** MEETING of the Executive Board was held in the John Crerar Library, Chicago, Ill., April 2, 1921.

**Present:** Miss Tyler, President, Misses Eastman and Tobitt, Messrs. Meyer, Strohm, Utley and Root; also Mr. Milam, Secretary, Miss Bogle, Assistant Secretary, and Mr. Tweedell, Treasurer, part of the time.

**Minutes:** The minutes of the meetings held December 18th and 28th, 1920, were approved.

**Secretary's Report:** The Secretary read a report of the work of the A. L. A. Headquarters since the December 28th meeting.

**Correspondence Votes:** The Secretary reported that the following Supplementary War Funds Budget had been approved by

the Executive Board by correspondence vote:

**SUPPLEMENTARY BUDGET  
WAR FUNDS**

Additional Receipts	
Refund, Books for Everybody Fund .....	\$15,074.31
United War Work Fund.....	40,568.00
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	\$55,642.31

**Estimated Expenditures**

Hospital service, Salaries and miscellaneous expenses for December, 1920, January, February and March, 1921 (including refund to Red Cross of money advanced for December salaries) .....	\$20,000.00
Books and magazines for hospitals .....	15,000.00
Reserve .....	20,642.31
<hr/>	
	\$55,642.31

The Secretary also reported that the Executive Board by correspondence vote approved the following resolution:

**RESOLVED:** That the recommendations contained in the resolutions of the Committee of Eleven now submitted are hereby adopted on behalf of the American Library Association and, so far as this organization is concerned, the Committee of Eleven and United War Work Campaign, Inc., are relieved of obligation to enforce payment of the subscriptions referred to in said resolutions, and their action in accordance with said resolutions is ratified and confirmed, and this organization will hold them harmless in such action so far as it affects this organization.

**American Legion Correspondence:** Letters from the National Commander F. W. Galbraith, Jr., and from de Lancey Kountze, both dated March 28th, inviting the A. L. A. to attend a conference called by the American Legion for April 4th, were read by the Secretary. The President, with the approval of the Board, appointed Mr. Meyer to represent the Association at that meeting.

**Transfers in the General Fund Budget:** On the recommendation of the Secretary the following transfers were made:

From "Miscellaneous Outstanding Bills" to—

Bulletin .....	\$100.00
Committees .....	75.00
Additional service .....	150.00
Supplies .....	175.00
Postage, telephone and telegraph..	100.00
<hr/>	
	\$600.00

and from "Contingent Fund" to—	
Committees .....	\$250.00
Additional service .....	300.00
Supplies .....	100.00
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	\$650.00

**War Fund Annual Report:** The Treasurer's report of receipts and expenditures of War Funds from January 1st to December 31st, 1920, was presented.

**Voted:** That the Treasurer's report on War Funds for the calendar year of 1920 be approved, with the understanding that Note 2 be amplified. (This report is attached to these minutes as Exhibit A.)

#### War Funds Report 1917-1920:

**Voted:** That the general financial report of War Funds, 1917-1920, now being prepared by certified public accountants, be printed in the Bulletin.

#### War Funds Supplementary Budget:

**Voted:** That we contribute from the War Fund to the American Library in Paris, Inc., a sum of \$25,000 as an endowment fund, the income to be used in paying in part the salary in that Library of an American trained in an American Library School. This gift is made subject to the condition that the selection of such an assistant shall be approved by the Executive Board of the American Library Association. The exact form of the bequest is subject to legal formalities and to the approval of the Board of Directors of the American Library in Paris, Inc.

**Voted:** That the \$6,000.00 item for the Navy be reduced to \$3,000.00.

**Voted:** That the Secretary be instructed to write Mrs. Henry Howard stating that the Executive Board is interested in the progress of the American Merchant Marine Library Association, and asking for a statement concerning the financial status and prospects of the new organization.

**Voted:** That the Supplementary Budget for War Funds be adopted as modified.

The following is the modified budget as adopted:

#### SUPPLEMENTARY BUDGET WAR FUNDS

Estimated Receipts	
Balance March 1 (see March Bulletin, page 31).....	\$164,621.06
Less 10% on Liberty Bonds .....	\$3,158.57
Less amount in hands of librarians and agents .....	12,934.19
	16,192.76
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Available .....	\$148,528.30
Estimated additional receipts..	10,000.00
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Total .....	\$158,528.30
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Estimated Expenditures	
In Budget January 1..	\$45,150.00
In Supplementary Budget .....	35,000.00
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Total in previous budgets .....	\$80,150.00
Expenditures January and February.	37,763.92
<hr/>	

Balance in previous budgets...	\$42,386.08
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Hospital Service—  
 Salaries and miscellaneous expenses,  
 Apr. 1-June 30....\$15,000.00  
 Books and magazines ..... 10,000.00

American Library in Paris, Inc.  
 (conditional) ..... 25,000.00  
 Navy ..... 3,000.00  
 Reserve ..... 63,142.22

.....  
 \$25,000.00  
 .....  
 \$158,528.30

**Transfer of War Funds:** The Secretary reported that a balance of \$579.87 is still held by the American Security & Trust Company to the credit of the American Library Association War Service Fund; that it was left there to cover certain checks which had never been presented for payment.

**Voted:** That the American Security & Trust Company is authorized and directed to transfer the entire balance in the account of the American Library Association War Service Fund to the Chicago Trust Company, Chicago, Illinois, for the account of the American Library Association War Funds, E. D. Tweedell, Treasurer.

It was understood that the American Security & Trust Company is to be asked to forward to the Chicago Trust Company for payment, any of these old checks which may hereafter be presented.

**War Funds Investment:** The Treasurer reported that, with the approval of the chairman of the Finance Committee, he had invested \$25,000 of War Funds in a U. S. Certificate of indebtedness, payable the 15th of September. He stated that the interest at 5½% would amount to approximately \$560.00 more than the interest which would have been received from the bank. The Board by a formal vote approved the action of the Treasurer.

**Financial Report, Enlarged Program and Books for Everybody Fund:** The Secretary brought the detailed statements to the attention of the Executive Board, stating that the formal report has been approved in December.

**Voted:** That a summary of these reports be printed, the items to be included to be left to the decision of the chairman of the Finance Committee and the Treasurer, with a note stating that the details of the report are available at A. L. A. headquarters.

**Voted:** That the statement showing the loan from the War Service Funds to the Enlarged Program and the manner of its repayment, be printed in the A. L. A. Bulletin, and also sent to Library Periodicals, with a note appended, explaining that after all expenses of the campaign were paid, a balance of \$1,626.97 was transferred to the Books for Everybody Fund, making the net amount paid from the Books for Everybody Fund, \$13,447.34, instead of \$15,074.31. (Exhibit B.)

**Books for Everybody Budget:** The chairman of the Finance Committee presented a report on the status of Books for Everybody Fund.

**Voted:** That in compliance with the vote of the Executive Board of April 30, 1920, approved by the Association June 3, 1920, the Treasurer be authorized and directed to pay to the trustees of the endowment fund as part of the permanent endowment, the sum of \$20,447.21, this being 50% of the cash received up to March 1st for Books for Everybody Fund.

**Voted:** That the Board adopt the report of the Finance Committee to the Executive Board under date of March 25th, embodying the budget of the Books for Everybody Fund.

The entire report, including the budget, is attached to these minutes as Exhibit C.

**Voted:** That the Secretary be authorized to employ such persons as are needed, in carrying out the provisions of the Books for Everybody Budget, and to arrange for such transfers as are required.

**Appropriation for Employment Service:**

**Voted:** That the sum of \$900.00 be appropriated out of the contingent fund, or other available funds, for the Employment Service at headquarters.

**Audits:**

**Voted:** That in the future the audits by certified public accountants be made once a year conforming to the calendar and fiscal year.

**Trustee for Paris Library:** On the recommendation of W. N. C. Carlton, Mr. Lawrence V. Benét was elected as a mem-

ber of the Board of Directors of the American Library in Paris, Inc.

**St. Louis Resolution:** The following communication from Dr. Bostwick was read:

"At a meeting of 54 members of the A. L. A. residing in St. Louis and its vicinity, held in St. Louis on February 2, 1921, the following was unanimously adopted:

**"RESOLVED:** That the Executive Board of the American Library Association be informed of the present meeting of 54 members of the Association living in and near St. Louis, and of the intention of the participants to hold similar meetings in the future; that the Board be asked to give its formal sanction to such meetings and to advise how they may best be held."

Also a letter of April 1st from Dr. Bostwick to Miss Tyler.

**Voted:** That the organization of members of the A. L. A. in cities or general localities meets with the sympathy of the Executive Board but in view of the fact that this has been made part of the proposed constitution the Executive Board feels that it can take no action at this time.

**War Service Badge:** A communication of March 9th from Joseph F. Daniels of Riverside, Cal., suggesting that a button or pin be given to those who worked in the War Service, was read to the Board. The Secretary was instructed to reply to Mr. Daniels, stating that practically all librarians had done important work in the Library War Service cause, some in the field and many more at home, and that it would be impossible to decide who was entitled to the button.

**War Service Books at Jacksonville, Tenn.:** The transfer of approximately 2,000 volumes, (provided by the A. L. A. War Service for the Y. M. C. A. at the Old Hickory Powder Plant, to the Old Hickory Women's Club), was authorized.

**American Country Life Association:** A communication of February 1st, from the American Country Life Association, was read to the Board.

**Voted:** That the Secretary take the necessary steps to bring about the affiliation of the A. L. A. with the Council of National Agencies engaged in rural social work.

**Merchant Marine Books at New Orleans:** A letter of March 30th from Mr. Gill was read to the Board.

**Voted:** That the Secretary be instructed to inform Mr. Gill of the progress in the organization of the American Merchant Marine Library Association, and of the Executive Board's desire to have the books in question turned over to the new organization for use at the appropriate time.

**Conference on Co-ordination of National Social Work:** The President asked Vice-President Meyer to represent the Association in the Conference on Co-ordination of National Social Work to be held in the New Willard Hotel, Washington, D. C., on April 14th.

**Delegates to American Academy of Political and Social Science.** The President, with the approval of the Board, appointed the following persons to represent the A. L. A. at the annual meeting of the Academy in Philadelphia, May 13 and 14: Arthur L. Bailey, John Ashurst, and Asa Don Dickinson.

**Reciprocal Relations with Other Associations:** After reading the letter of April 1st from Miss Ahern, asking for a statement as to the duties of the Committee on Reciprocal Relations, the Executive Board

**Voted:** That the Secretary and President be instructed to communicate with Miss Ahern, requesting that the Committee recommend to the Executive Board, and perhaps to the Council, a general policy with respect to the A. L. A.'s relations with other national organizations, and that the Committee also recommend to the Executive Board specific things which the Association should do in the way of sending exhibits, delegates or speakers to national meetings.

**National Book Day:**

**Voted:** That the Executive Board of the American Library Association endorse the idea of a National Book Day, having for its object the return of books that are not the property of the possessor, and that the Secretary inform the various newspaper syndicates of the action of the Board.

**Voted:** That the thanks of the Executive Board be extended and appreciation recorded for the courtesy and hospitality shown by Doctor Andrews, Mr. Tweedell and the Board of Directors of The John Crerar Library.

CARL H. MILAM,  
Secretary.

**EXHIBIT A**  
**TREASURER'S REPORT—WAR FUNDS**  
**January 1 to December 31, 1920**

**Receipts**

Bal. on hand Jan. 1, Am. Sec. & Tr. Co., cash.....	\$265,944.41	
Bal. on hand Jan. 1, Liberty Bonds .....	209,250.00	
Bal. on hand Jan. 1, Thrift Stamps .....	35.75	
Bal. on hand Jan. 1, War Saving Stamps.....	2,550.00	477,780.16
Bal. on hand Jan. 1, Directors' Fund .....	\$101,793.76	
Bal. with librarians and agents.....	89,202.49	190,996.25
Bal. on A. L. A. Treasurer's Account.....		15,703.29 \$684,479.70
Received by A. L. A. Treasurer miscellaneous sources, Jan. 1- Sept. 30th, inclusive.....		\$14,179.95
Received from U. W. W. Campaign.....		175,000.00
Received from Enlarged Program—Payment on loan.....		45,000.00 <sup>2</sup>
Received from Interest on Bank Balances.....		\$ 1,866.54 <sup>4</sup>
Received from Interest on Liberty Bonds.....		7,058.36
Received Miscellaneous, from Oct. 1-Dec. 31, incl.....		8,619.95 251,724.80
	<b>Expenditures</b>	<b>\$936,204.50</b>
Books .....		\$138,871.70
Freight .....		34,070.04
General Equipment .....		15,495.05
Packing Cases .....		3,614.31
Periodicals .....		51,145.26
Publicity .....		8,012.61
Rent .....		14,072.48
Service (including substitutes) .....		214,150.75
Sundry .....		24,618.74
Supplies .....		19,527.98
Travel .....		23,635.00 547,213.92
Navy Dept. as per recommendation Committee of 11 and correspondence vote, Executive Board, Dec., 1919.....		\$69,000.00
War Dept. as per recommendation Committee of 11 and correspondence vote, Executive Board, Dec., 1919.....		36,970.00 105,970.00
Loan to Enlarged Program.....		\$653,183.92
Loss on sale of Liberty Bonds.....		150,000.00 <sup>3</sup> 20,603.12
Loss—Foreign exchange .....		\$ 39,601.84 <sup>4</sup> 210,204.96
Balance in Chicago Trust Co., Dec. 31, cash.....		\$ 19,067.07
Balance in Chicago Trust Co., Dec. 31, Liberty Bonds.....		31,585.75
Balance with librarians and agents.....		22,162.80 72,815.62
		<b>\$936,204.50</b>

<sup>1</sup>On March 8th, the title of the War Service Funds in American Security & Trust Company, Washington, D. C., was changed to Executive Board Funds. In October the balance was transferred to Chicago Trust Company and called War Funds.

<sup>2</sup>The Executive Board on July 15th, 1920, voted that the balance available from First War Service Fund amounting to \$84,925.69 be used to repay the loan made by the War Service Fund to the Enlarged Program, leaving a balance due of \$20,074.31 on December 31st, 1920. This balance was paid in January, 1921. See the "Statement showing loan from the War Service Funds to the Enlarged Program and the manner of its repayment," Exhibit C.

<sup>3</sup>This represents the loss from March, 1918, to May 1, 1920, caused by a shrinkage in exchange on the amount sent to Paris for a contingent fund.

<sup>4</sup>Auditor shows \$19.49 more in this amount which is for interest credited by bank Dec. 31, 1920, and not entered on books.

Respectfully submitted,  
EDWARD D. TWEEDELL, Treasurer.

The expenditures by departments of work, are as follows:

Hospitals .....	\$62,311.72
Books for Blind.....	5,422.47
Merchant Marine .....	72,891.46
Ex-Service Men .....	13,550.52
Industrial War Work.....	5,891.30
Paris-Coblenz and other overseas and insular possessions including books and periodicals .....	105,644.27
Headquarters and miscellaneous, including Dispatch Office expenses not charged against departments.....	107,327.00
Books for use in America.....	136,326.69
Periodicals for use in America.....	30,848.49
Navy Dept. salaries of library, specialist and assistant.....	7,000.00

#### EXHIBIT B

\$547,213.92

Statement showing Loan from War Service Funds to the Enlarged Program and the manner of its repayment.

**Loan:**

Amount loaned to Enlarged Program from 1st War Service Funds.....	\$52,340.00
Amount loaned to Enlarged Program from 2nd War Service Funds.....	150,000.00

Total amount of loan.....	\$202,340.00
---------------------------	--------------

**Repayment of Loan:**

**By Cancellation:**

The obligation of the Enlarged Program to the 1st War Service Funds account of loan was cancelled by the authority of the Executive Board.....	\$52,340.00*
--	--------------

**By Transfers:**

Transfer of available balance in the 1st War Service Funds to the 2nd War Service Funds to apply to the loan (\$150,000.00) .....	5,861.90*
---	-----------

Transfer of the sum from the 1st War Service Funds—which was credited to it from the 2nd War Service Fund to repay loan in connection with conducting the second Campaign (U. W. W.)—to the 2nd War Service Funds to apply to loan of \$150,000.00..... (Transfers made by authority of Executive Board.)	79,063.79*
--	------------

**By Cash Payments:**

Cash, on account from Enlarged Program, Aug. 8, 1920.....	25,000.00
Cash on account from Enlarged Program, Dec. 22, 1920....	20,000.00
Cash on account from Enlarged Program.....	5,000.00
Cash in full of account from "Books for Everybody" Fund..	15,074.31**

\$202,340.00 \$202,340.00

\*For the validity of the transfers legal opinion was sought and rendered. In effect, it upheld the actions of the Executive Board, and stated that the transfers were both proper and legal.

\*\*After all expenses were paid a balance of \$1,626.97 was transferred (from the Campaign Fund) to the Books for Everybody Fund, making the net amount paid from the Books for Everybody Fund, \$13,447.34 instead of \$15,074.31.

Detailed statements of receipts and expenditures are available at Headquarters

#### EXHIBIT C

March 25, 1921.

To the Executive Board:

The Finance Committee finds that the estimated receipts for the Books for Everybody Fund, on March 1st, were as follows:

**Books for Everybody Fund**

Estimated Receipts, March 1-December 31, 1921

Total cash, February 28th.....	\$59,166.16
Refunds—To War Funds for loan.....	\$15,074.31
Immigrant Publication Society.....	2,000.00
Campaign Fund .....	1,197.43
	18,271.74
	\$40,894.42

Refund to War Funds for Books for Blind.....	1,037.20
Unpaid pledges .....	\$39,857.20
Although one-half of this should be collected in 1921, none of it is included in the proposed expenditures for this year.	21,206.69
The amount of cash available (March 1) is.....	39,857.20
From this should be set aside as an Endowment Fund, one-half of \$40,894.42, namely .....	20,447.21
Leaving a balance available for appropriation of.....	\$19,409.99

The cash contributions for special purposes amount to \$12,095.55, less \$1,037.20 already spent for books for the blind; net \$11,058.35.

It seems desirable to spend first the donations for special purposes in order that those purposes which were in the minds of the donors may be accomplished as soon as possible. It is desirable also to reserve some of the general funds for further addition to the endowment fund when the pledges (which are chiefly for special purposes) have been paid. (The Committee recommends that, if possible, only funds given for general purposes be put into the endowment fund.)

#### EXHIBIT D

Having these things in mind the Committee presents the following budget for your consideration:

#### Estimated Expenditures

	The Budget	Amounts given for special purposes
Library extension .....	\$1,200.00	(\$1,305.60)
Booklists, Reading Courses, Book Publicity.....	5,000.00	( 5,945.00)
General Library Publicity.....	700.00	
Books and work for the Blind (net).....	2,062.25*	( 3,099.45)*
Survey .....	500.00	
Certification .....	500.00	
Recruiting .....	350.00	
Merchant Marine .....	1,428.00	( 1,428.00)
Hospitals .....	312.50	( 312.50)
Coast Guard .....	5.00	( 5.00)
Endowment (½ of \$40,894.42).....	\$12,057.75	
Balance unappropriated, cash and Liberty Bonds.....	20,447.21	
	7,352.26	
		\$39,857.22

\*The sum of \$1,037.20 has been transferred to the War Funds to cover cost of certain work already done to carry out the wishes of the donors. The amount included in the budget must cover some other work now in process.

It is proposed that the \$12,057.75, if appropriated for the above purposes, be used as follows (in co-operation with appropriate committees):

Salaries (general assistant giving special attention to printing and publicity; stenographer, extra help).....	\$ 3,000.00
Publication of books for the blind (under the supervision of the Committee on work with the blind).....	2,062.25
Appropriation to Committees—	
Survey (Committee of five).....	\$500.00
National certification .....	500.00
Recruiting .....	100.00
	1,100.00
Printing and publications.....	2,600.00
Supplies, postage, travel, miscellaneous.....	1,550.00
Transfers for merchant marine, hospital and coast guard service.....	1,745.50
	\$12,057.75

The Finance Committee approves an expenditure of \$12,057.75 in 1921 and the transfer of \$20,447.21 to the Endowment Fund.

Although it makes the foregoing suggestions for the expenditure of this amount, \$12,057.75, it feels that the Executive Board should have a free hand to make such appropriation of it as it deems proper, and feel under no obligation to adopt this suggested schedule of expenditures.

Respectfully submitted,  
HARRISON W. CRAVER,  
AZARIAH S. ROOT,  
GEORGE B. UTLEY, Chairman  
Finance Committee.

Detailed statements of receipts and expenditures are available at Headquarters.

## A. L. A. FINANCIAL REPORTS.

### Treasurer's Reports for March, 1921

#### GENERAL FUNDS

##### Receipts

Balance, March 1.....	\$17,387.31
Membership—Annual dues.....	2,232.00
Life memberships.....	75.00
Interest.....	22.63
Error in crediting Feb. interest.	2.30

##### Expenditures

Bulletin.....	\$3,070.86
Committees.....	226.12
Salaries.....	1,291.66
Additional service.....	169.05
Supplies.....	115.77
Postage, telephone and telegraph.....	29.84
Miscellaneous.....	36.00
President's Contingent Fund.....	29.97
Trustees' Endowment Fund.....	75.00
Balance, March 31.....	14,674.97

\$19,719.24

#### WAR FUNDS

##### Receipts

Balance on hand, March 1.....	\$164,621.06
Interest March.....	151.73
Miscellaneous.....	337.67

\$165,110.46

##### Expenditures

Books for Blind.....	\$ 300.00
Paris.....	3,987.96
Coblenz.....	77.76
Merchant Marine.....	608.54
Hospitals.....	4,127.77
Navy.....	1,750.00
Miscellaneous.....	412.59

11,264.62

#### PUBLISHING BOARD FUNDS

##### Receipts

Balance, March 1.....	\$1,942.09
Sale of publications.....	1,267.28
Interest.....	2.19
Error in crediting Feb. interest.	\$3,211.56

\$19,719.24

##### Expenditures

Salaries.....	\$624.99
Printing Booklist.....	283.10
Advertising.....	27.62
Express and postage.....	99.19
Supplies.....	69.64
Incidentals.....	60.06
Travel.....	90.00
Publications.....	779.27
Balance, March 31.....	2,033.87

\$3,209.26

1,175.39

\$3,209.26

#### BOOKS FOR EVERYBODY FUND

##### Receipts

Balance on hand, March 1.....	\$39,857.22
New cash contributions and payments on pledges.....	2,056.00
Interest.....	\$63.78
Less exchange.....	.47

63.31

\$41,976.53

##### Expenditures

No expenses.	
Balance on hand March 31.....	\$40,976.53
Liberty Bonds.....	1,000.00

\$41,976.53

## WAR FUNDS

Summary of Receipts and Disbursements—August 1, 1917, to December 31, 1920

Prepared by

MARWICK, MITCHELL &amp; CO.

Accountants and Auditors

Carl H. Milam, Secretary,  
American Library Association,  
Chicago, Illinois.

Dear Sir:

In accordance with your instructions, we have prepared and now submit in the following statement a summary of receipts and disbursements of the First and Second War Service Funds from the date of inception, August 1, 1917 to December 31, 1920.

This summary was compiled from the data submitted in our previous reports and includes the amounts expended by the war finance committee in conducting the

First and Second campaigns, and the amounts expended by the committee on enlarged program, from sums advanced by the War Service Funds at various times amounting in all to \$202,340.00.

By action of the Board it was voted that certain of the advances made amounting to \$137,265.69, be cancelled leaving a balance of \$65,074.31. Of this balance the sum of \$45,000.00 had been returned by the committee prior to December 31, 1920 and the remainder during January, 1921.

Yours truly,

MARWICK, MITCHELL &amp; Co.

## STATEMENT

**RECEIPTS AND DISBURSEMENTS**  
Of the First and Second War Service Funds  
From August 1, 1917 to December 31, 1920

Receipts:	First War Service Fund	Second War Service Fund	Total
Contributions .....	\$1,765,351.27	\$3,763,612.76	\$5,528,964.03
Interest on Bank Deposits.....	17,762.49	12,770.40	30,532.89
Interest on Liberty Bonds.....	9,440.03	12,145.44	21,585.47
	<b>\$1,792,553.79</b>	<b>\$3,788,528.60</b>	<b>\$5,581,082.39</b>
Disbursements:			
Buildings and Equipment:			
Buildings—Carnegie Grant .....	\$ 278,887.51	\$.....	\$ 278,887.51
Building Equipment—Carnegie Grant.....	41,112.49	.....	41,112.49
Buildings—General Fund.....	21,019.67	26,354.96	47,374.63
Building Equipment—General Fund.....	7,245.74	10,788.12	18,033.86
General Equipment .....	90,129.23	93,225.15	183,354.38
Great Lakes Station—Buildings and Equipment .....	10,000.00	.....	10,000.00
Books and Periodicals.....	608,316.50	1,817,373.05	2,425,689.55
Total Buildings and Equipment.....	<b>\$1,056,711.14</b>	<b>\$1,947,741.28</b>	<b>\$3,004,452.42</b>
Expenses:			
Services and Subsistence.....	\$ 281,983.81	\$ 918,333.91	\$1,200,317.72
Supplies .....	101,611.41	146,904.89	248,516.30
Book Binding .....	770.54	.....	770.54
Book Campaign .....	24,566.72	.....	24,566.72
Freight and Postage .....	33,712.41	91,012.10	124,724.51
Traveling Expense .....	42,948.61	100,155.18	143,103.79
Unclassified (Sundry) .....	38,083.34	160,998.76	199,082.10
Packing Cases .....	.....	38,998.57	38,998.57
Rent .....	.....	38,223.13	38,223.13
Publicity (Printing and Advertising).....	1,500.00	8,012.61	9,512.61
Total Expenses of General Directors.....	<b>\$ 525,176.84</b>	<b>\$1,502,639.15</b>	<b>\$2,027,815.99</b>
Carried Forward .....	<b>\$1,581,887.98</b>	<b>\$3,450,380.43</b>	<b>\$5,032,268.41</b>

	First War Service Fund	Second War Service Fund	Total
Total Receipts—Brought Forward.....	\$1,792,553.79	\$3,788,528.60	\$5,581,082.39
Brought Forward .....	\$1,581,887.98	\$3,450,380.43	\$5,032,268.41
<b>Disbursements, Continued:</b>			
Miscellaneous Expenses of Committee:			
(Per Geo. B. Utley, Sec'y.).....	\$ 6,055.32	\$ .....	\$ 6,055.32
Expenses 1st Campaign (War Finance Committee) .....	66,189.15	.....	66,189.15
Expenses 2nd Campaign (War Finance Committee) .....	1,155.65	.....	1,155.65
Expenses of Campaign, Committee on Enlarged Program .....	79,063.79	.....	79,063.79
Expenses of Campaign, Committee on Enlarged Program .....	52,340.00	.....	52,340.00
Expenses of Campaign, Committee on Enlarged Program .....	5,861.90	.....	5,861.90
Expenses of Conducting 2nd Campaign.....	.....	79,063.79	79,063.79
Total Campaign Expenses.....	\$ 210,665.81	\$ 79,063.79	\$ 289,729.60
U. S. Navy Department, Bureau of Nav. Sixth Division .....	.....	69,000.00	69,000.00
U. S. War Department War Plans Division, Educational and Recreation Branch.....	.....	36,970.00	36,970.00
.....	.....	\$ 105,970.00	\$ 105,970.00
.....	\$ 1,792,553.79	\$ 3,635,414.22	\$ 5,427,968.01
.....	.....	\$ 153,114.38	\$ 153,114.38
<b>Less:</b>			
Foreign Exchange .....	\$39,601.84		
Discount on Sale of \$180,250.00 Liberty Bonds for \$159,646.88 .....	20,603.12	\$ 60,204.96	\$ 60,204.96
Balance as at December 31, 1921.....	.....	\$ 92,909.42	\$ 92,909.42
Balance as at December 31, 1920, made up as follows:			
Balance on Deposit with Chicago Trust Company.....			\$ 19,086.56
Petty Cash Funds at Hospitals and Dispatch Offices, etc., and Overseas.....			22,162.80
U. S. Liberty Bonds, War Saving and Thrift Stamps.....			31,585.75
Balance due from Committee on Enlarged Program on Advances made.....			20,074.31
Balance as above.....	.....	.....	\$ 92,909.42

#### TREASURER'S NOTES ON AUDITORS' REPORT

The item Contributions includes also money received from sale of buildings and equipment.

The auditors' report shows a bank (cash) balance on December 31, 1920, of \$19,086.56, The Treasurer's report for December, 1920 (January Bulletin, page 12), shows a cash balance on December 31, of \$19,067.07. The difference of \$19.49 is December interest, credited by the Treasurer in January, 1921.

The auditors' report shows a balance due from the committee on Enlarged Program on December 31, of \$20,074.31. The

Treasurer's report of War Funds for January and February, 1921, in the March Bulletin, page 31, shows the amount actually paid was \$21,111.51, which included \$1,037.20, covering bills paid from War Funds for books for the blind and chargeable against the Books for Everybody Fund.

E. D. Tweedell, Treasurer.

Massachusetts is on daylight-saving time so that local time at Swampscott and other places in the state is one hour faster than eastern standard time on which the railroads operate. New Hampshire does not use daylight-saving time.

# BULLETIN

OF THE

## AMERICAN LIBRARY ASSOCIATION

Issued in  
January, March, May, July, September and  
November

There is no subscription price and the  
Bulletin is sent only to members of the  
Association.

### AMERICAN LIBRARY ASSOCIATION

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ington St., Chicago.  
Treasurer—Edward D. Tweedell, The John  
Crerar Library, Chicago.  
Executive offices—78 E. Washington St.,  
Chicago.

FEW A. L. A. conferences in recent  
years have offered more attractions  
than the Swampscott meeting in June.

Several men and women of national  
prominence will be on the program, to  
talk about public questions of special in-  
terest to librarians. Some of America's  
foremost authors will be there to read  
from their works or to talk intimately  
about them. The points of local interest  
are unsurpassed anywhere in America.

All the affiliated national organizations  
and some which are not affiliated, all the  
sections and some groups which are not  
sections, will hold meetings.

Those who usually attend the national  
library meetings will not think of missing  
this one, and many who have not before  
attended such a meeting, or who attend  
infrequently, will be attracted to this con-  
ference.

MANY library positions are filled as a  
result of meetings and recommendations  
made at the annual conferences.  
Those persons who desire to take advan-  
tage of the A. L. A. Headquarters Employ-  
ment Service in securing librarians or as-  
sistants or in securing positions, are re-  
quested to notify A. L. A. Headquarters be-  
fore the time of the conference. The for-  
warding in advance of full information re-  
garding positions to be filled or a clear  
statement of the applicant's qualifications  
and the kind of position desired will  
greatly facilitate the handling of these  
matters at Swampscott.

During the conference, the assistant  
secretary, Miss Bogle, will be glad to  
meet librarians and discuss their employ-  
ment needs. Definite hours for such meet-  
ings will be announced.

PROMPTNESS in being present at the  
hour named for beginning the sessions  
of the coming Conference is of the utmost  
importance and will be of great assistance  
to the presiding officer. Every member  
can be of help in this simple matter and  
thus enable the programs to move prompt-  
ly and begin and end on time. At the  
business sessions it is essential that  
enough members meet promptly in order  
that necessary business can be cared for  
expeditiously; and courtesy certainly de-  
mands our presence when speakers are  
scheduled for a certain hour.

THERE are now (April 30) 5,093 mem-  
bers of the A. L. A.

On December 31, 1920, there were 4,464.  
This is a gain in four months of 629  
or 14.1%.

But there are hundreds, perhaps thou-  
sands, of other persons—library workers  
and library trustees—who ought to be in-  
vited and urged to join the American Li-  
brary Association. Every member of the  
Association who is willing to assume, with  
the Membership Committee and the of-  
ficers, a part of the responsibility of ex-  
tending the membership is making a con-  
tribution to the library movement.

The Minneapolis Public Library now has a 100% A. L. A. membership, not counting the nonprofessional workers in the library.

Pratt Institute Library School, Class 1921, shows a 100% membership in the A. L. A. Unfortunately the full list of names was received too late for inclusion in the May Bulletin.

With four exceptions the staff of the Omaha Public Library is 100% A. L. A. The exceptions are apprentices or other persons who have been in the library service less than one year.

All the members of the Western Reserve Library School class have joined the A. L. A.

All the members of the senior class of the New York State Library School are members of the A. L. A.

Four trustees of the new public library at Roanoke, Virginia, have joined the A. L. A.

Don't let your membership lapse. Members whose dues are in arrears after the annual conference must be dropped from the membership list.

THE educational bill now before Congress (H. R. 7, the so-called Smith-Towner bill) deserves careful consideration by all librarians. It offers an opportunity to all those interested in library promotion and progress to consider the place of the library movement in national education. The time has come for us to decide what we think the government should do for the library as an educational agency.

Should a Department of Education be created? If so, should there be a Bureau of Libraries in that department? Should libraries share in the provision made for "studies and investigations in the field of education?" Should libraries share in the proposed federal grants for extension (as provided for in section 9)? If a national Council of Education is created, should there be library representatives on it?

For years the claim has been made that

the public library is an integral part of public education. How should provision be made for Federal recognition of it?

Although the educational bill is receiving the careful attention of an active A. L. A. Committee on Federal and State Relations, and although the Association has by formal vote approved the bill in its original form, the questions involved are too far-reaching and too important to be neglected by any member of the library profession.

Special attention is called to sections 3, 4, 5, 9 and 17 of the bill in its present form.

EVERY few days A. L. A. Headquarters receives a request for material for a magazine article on some phase of library work.

To meet this demand our supply of pictures, "stories" and facts from libraries all over the country should be constantly renewed. Articles actually written or partly written are especially useful. There are never enough good pictures with action.

Subjects of special interest now are:

Salary schedules and compilations (not so much for publicity use as for use in correspondence.)

County Libraries.

Library buildings, plans and pictures.

Samples of library publicity (especially publicity for support.)

Children's work.

Work with the foreign born.

THE publication of "Plays for Children" by Miss Alice I. Hazeltine, has been delayed because of the critical illness and death of Miss Hazeltine's mother. It will probably be ready in May. For full announcement, see the March Bulletin.

The second title in the "Viewpoint Series" is in the printers hands. It is "Viewpoints in Biography," by Katherine Tappert. Price 60 cents.

A short Christmas list of books for Children by May Massee and Sarah C. N. Bogle is in preparation. Suggestions and suggestive lists will be welcomed.

### FACTS FOR TRUSTEES

THOSE interested in popular education look largely to library trustees to lead the way in the development of the library movement as distinct from library practice. Trustees are interested, not in the library as a library, but in its results. Because they are not handicapped by familiarity with details of practice they have an opportunity to get and keep a vision which will be a constant challenge to library workers.

They will be the first to recognize the need for compulsory library legislation, the first to dream of the possibility of state support on a large scale. They are the people who think in the biggest terms, whether it be of service or of funds.

May we not expect of trustees who have accepted these large responsibilities a close and active affiliation with the national and international library organization? May we not hope to draw from them and from their meetings at the national conferences something which will lift these conferences above the commonplace discussion of everyday library practice?

The A. L. A. has had for years the nucleus of a Trustees Section. Large numbers and new enthusiasm can make of that Section an important agency in the promotion of education in America.

It is to be hoped that this year's conference, held within easy reach of hundreds of library trustees, will be attended by a larger number than ever before. A note about the program of the Trustees Section will be found on page 9.

THE salaries range from \$12,500 to \$2,500 per year. The average salary is \$6,647, the median salary \$6,000, the most frequent salary \$6,000. These are facts about salaries of 77 presidents and chancellors in universities and colleges which are maintained by states and municipalities.

In 1916 95% of Milwaukee's grade

teachers were paid less than \$1,200. Today 100% receive no less than \$1,200 and many receive \$2,400. (From Milwaukee Teachers' Salary Campaign.)

From 1913-14 to 1919-20 salaries of school librarians including assistants have increased 47.8%, school nurses 54.3%. (from "Know and help your schools.")

Teachers' salaries in American cities 1914-20 showed an increase of 61%. (Strayer, American City, November, 1920.)

By the budget formally adopted by the Detroit Board of Education, January 12, 1920, the average increase for the entire group of teachers was 92.4%. (Detroit Educational Bulletin, No. 1, 1920.)

The table below shows the amount given in 1920 by 11 representative states to public education. Do you know how much the same states give to public libraries?

State	Public school cost paid by State
New York .....	\$14,091,800
Minnesota .....	6,073,063
Iowa .....	411,500
Missouri .....	2,887,622
Wisconsin .....	3,853,817
Pennsylvania .....	10,973,537
New Jersey .....	11,500,000
California .....	8,973,127
Massachusetts .....	4,070,000
Ohio .....	2,761,106
Texas .....	12,000,000

The president has appointed Miss Katharine M. Wead, Librarian of the University of Nanking, as a member of the Subcommittee on library work in the Far East of the A. L. A. Committee on library co-operation with other countries. Miss Cornelia Marvin is chairman of the subcommittee, Miss Mary E. Ahern, chairman of the general committee.

Any group of people interested in a special subject and desiring to hold a round table meeting should notify the secretary immediately so that a room may be assigned and appropriate mention made in the program.

## TABLE SHOWING GEOGRAPHICAL DISTRIBUTION OF OLD AND NEW MEMBERS

	New, Jan. 1- Dec.	Total Apr. 31, 30, 1920		New, Jan. 1- Dec.	Total Apr. 31, 30, 1921		
Alabama .....	38	15	53	Virginia .....	20	6	26
Arizona .....	8	1	9	Washington .....	100	12	112
Arkansas .....	10	1	11	West Virginia.....	7	1	8
California .....	208	26	234	Wisconsin .....	124	9	133
Colorado .....	75	4	79	Wyoming .....	11	0	11
Connecticut .....	112	10	122	Canada:			
Delaware .....	13	1	14	Alberta .....	5	1	6
District of Columbia.....	132	15	147	British Columbia.....	4	1	5
Florida .....	15	1	16	Manitoba .....	3	0	3
Georgia .....	41	12	53	New Brunswick.....	2	0	2
Idaho .....	13	0	13	Nova Scotia.....	3	1	4
Illinois .....	378	37	415	Ontario .....	21	0	21
Indiana .....	182	30	212	Quebec .....	7	0	7
Iowa .....	93	11	104	Saskatchewan .....	1	0	1
Kansas .....	45	9	54	Total .....	4397	621	5018
Kentucky .....	38	1	39	FOREIGN			
Louisiana .....	11	0	11	(Including U. S. Dependencies)			
Maine .....	29	1	30	Australia .....	3	0	3
Maryland .....	43	6	49	Canal Zone.....	3	0	3
Massachusetts .....	335	44	379	China .....	7	0	7
Michigan .....	226	23	249	Cuba .....	2	1	3
Minnesota .....	134	46	180	Denmark .....	1	0	1
Mississippi .....	6	0	6	England .....	7	0	7
Missouri .....	101	56	157	Finland .....	1	0	1
Montana .....	19	5	24	France .....	6	2	8
Nebraska .....	42	15	57	Germany .....	1	2	3
Nevada .....	1	0	1	Hawaii .....	8	0	8
New Hampshire.....	42	6	48	Holland .....	1	0	1
New Jersey.....	149	10	159	India .....	5	0	5
New Mexico.....	5	0	5	Japan .....	3	0	3
New York .....	678	66	744	New Zealand.....	2	0	2
North Carolina.....	23	2	25	Norway .....	0	1	1
North Dakota.....	24	1	25	Philippine Islands.....	9	0	9
Ohio .....	254	65	319	Porto Rico.....	1	1	2
Oklahoma .....	26	4	30	Russia .....	1	0	1
Oregon .....	78	11	89	Scotland .....	1	0	1
Pennsylvania .....	259	23	282	South America.....	2	0	2
Rhode Island.....	42	14	56	Sweden .....	1	0	1
South Carolina.....	13	0	13	Switzerland .....	0	1	1
South Dakota.....	21	3	24	Union of South Africa.....	2	0	2
Tennessee .....	30	3	33	Grand Total.....	4464	629	5093
Texas .....	62	8	70				
Utah .....	13	1	14				
Vermont .....	22	3	25				

## NEW A. L. A. MEMBERS

Geographical List of those who joined between January 1 and April 30, 1921

## ALABAMA

## Auburn

Rutland, James Richard, Ala. Polytechnic Inst.

## Birmingham—Public Library

Attaway, Martha L.

Barger, Laura

Binford, Mary

Chase, Constance

Earle, Samuel L.

Homan, Mrs. Harold

Johnson, Mrs. M. F.

Latham, Mrs. Vera W.

Messer, Mrs. J. B.

Parke, Thomas D.

Schlichter, Louise

Wilson, Lucile

Youngblood, Dorothy

## Mobile

Harris, Mrs. Lewis W., P. L.

## ARIZONA

## Whipple Barracks

Dutcher, Emma, U. S. P. H. S. Hospital No. 50 L.

## ARKANSAS

## Camp Pike

Bagger, Eleanor M., Camp L.

## CALIFORNIA

## Bakersfield

McCullough, Everett, Kern County F. L.

## Berkeley

Lewis, Minnie A., Univ. of Calif. L.

Martin, Nella Jane, Univ. of Calif. L.

## Fresno—Fresno County Free Library

Bailey, Anne Bell

Chatfield, Marguerite

English, Gladys

Harris, Mary Walton

Learned, Marjorie

Manson, Hazel B.

Sams, Mrs. Alice Miller

## Others

Davis, Dorothea, High School L.

## Long Beach—Public Library

Goodfellow, Mary E.

Marvin, Hattie E.

Muensch, Alice F.

## Los Angeles—Public Library

Hauenstein, Genevieve

Pettingell, Frank Hervey

Read, Albert C.

## Others

Goodell, Helen, Los Angeles County F. L.

Brown, Charlotte M., Univ. of So. Calif. L.

## Quincy

Duff, Carmelita, Plumas County F. L.

## Riverside

Dickson, Lillian L., P. L.

Faulkner, Mrs. Mabel Frances, P. L.

## Sacramento

Mumm, Beulah, State Library

## Salinas

Monterey County Free Library.

## San Francisco

Windele, Annette, Mercantile Trust Co. L.

## San Luis Obispo

Brackett, Thelma, San Luis Obispo Co. F. L.

## COLORADO

## Colorado Springs

Kampf, Louise F., Coburn L. Colo. College

## Denver

Carter, Laura M., Sarah Platte Decker Br.

## P. L.

Horan, Ella M., Warren Br. P. L.

## Loveland

Duffield, Mrs. Anna V., P. L.

## CONNECTICUT

## Canaan

Preston, Mrs. Nellie Andrus, Douglas L.

## Danbury

Davis, Dorothy H., P. L.

## Hartford

Hartford Public Library

## New Haven

Callahan, Margaret L., Yale Univ. L.

## Rockwood

Marjorie R., P. L.

## Warner, Nannie Morison, P. L.

## Shelton

Ward, Jessamine, Plumb Mem. L.

## South Manchester

Avery, Anna Wentworth, F. L.

## Waterbury

Silas Bronson Library.

## DELAWARE

## Wilmington

Miller, Zaidee T., Wilmington Institute F. L.

## DISTRICT OF COLUMBIA

## Washington—Public Library

Bidwell, Mary E.

Burkhardt, Esther H.

Carr, Alice H.

## Dept. of Agric. Library

Barnes, Cornelia S.

Beckwith, Minerva G.

Carpenter, Mary F.

Davis, Ruth A.

Endicott, Edith

Gericke, Martha L.

Lacy, Ethel A. L.

## Others

Hargrave, Kathleen, Nat'l Geographic So-

ciety L.

Hauke, Rilla M., U. S. Shipping Board L.

Knowlton, Ruth, 1819 G Street, N. W.

Mohun, Anna R., Library of Congress

Rippey, Mrs. Mary Stephens, General Staff

Coll. L.

## FLORIDA

## Jacksonville

Bohnenberger, Carl, P. L.

## GEORGIA

## Atlanta—L. School Carnegie Library

Coles, Verna

Goode, Velma

Hodges, Theresa

Macey, Alice

Morgan, Nina L.

Russell, Abi

Walton, Vera

Wheatcroft, Beverly

## Columbus

Gordy, Mrs. C. L., P. L.

## Dublin

Hightower, Lily, Carnegie L.

## Fitzgerald

Smith, Louise, Carnegie L.

## Savannah

Cobb, Lucille, P. L.

## ILLINOIS

## Alton

Dolbee, Harriet C., Jennie D. Hayner L. Assn.

Blair, Sarah E., Shurtliff Coll. L.

## Chicago—The John Crerar Library

Darlington, Genevieve

Hayward, Mabel

Ross, Clara L.

## Others

Alliance Francaise of Chicago Library

Daughaday, C. Colton, 168 N. Michigan Ave.

Dowle, Gertrude E., Newberry L.

Duncan Mary C., P. L.

Fisk, Helen A., Harper L. Univ. of Chicago

Fowler, Helen A., Newberry L.

Golden Annina M., Universal Portland Cement Co.	Vevay
The Hospital Library & Service Bureau Library	BrockschLAGER, Anne, Switzerland County L.
Jorgensen, Byrl A., A. W. Shaw Co. L.	Washington
Kerns, Mrs. Sara Jordan, P. L.	Draddy, Mildred, Carnegie Public Library
Lapp, John A., 22 E. Ontario Street	West Lebanon
Mattson, Ina, Armour & Co. L.	Biser, Ruth E., P. L.
Ponton, Mrs. Maude S., Abbott Laboratories L.	IOWA
Wells, Mary M., Nat'l Safety Council L.	Cedar Falls
Wilson, Helen F., Chicago Normal Coll. L.	Johnson, Bessie M. Ia. State Teachers Coll. L.
Danville	Kidder, Harriet L., Ia. State Teachers Coll. L.
Seiwell, Sara Belle, P. L.	Des Moines
Decatur	Price, Florence E., State L.
Muleady, Mrs. T. F., P. L.	Smith, Miriam, State L.
De Kalb	Dubuque
Jandell, Josephine M., Northern Ill. Normal Sch. L.	Wyman, Mignon, Carnegie Stout F. P. L.
East St. Louis	Hampton
Woodruff, J. Lyon, P. L.	Kingsbury, Mary E., P. L.
Evanston—Northwestern Univ. Library	Iowa City
Dowd, Helen M.	Tiffy, Ethel, P. L.
Newton, Marjorie	Krausnick, Gertrude, Iowa Univ. L.
Thompson, Sadie A.	Mt. Vernon
Glen Ellyn	Fairbanks, May L., Cornell Coll. L.
McMahon, Grace, P. L.	Muscatine
Kewanee	Stocker, Ellen G., P. M. Musser P. L.
Errett, Mrs. A. W., Jr., P. L.	Red Oak
Morris	Palmer, Sarah, P. L.
Jones, Frances E.	KANSAS
Mt. Vernon	Emporia
Moller, Gertrude, P. L.	Pierson, Esther, F. L.
Springfield	State Normal School Library
Abel, Clara L., The Lincoln L.	Elcock, Harriet
Skogh, Hattie M., State L.	Hostetter, Anita M.
Urbana—Univ. of Ill. Library School	Williams, Frieda
Chamberlain, Clara	Lawrence
Downing, Isabel N.	Constant, Lillian J., P. L.
Getchell, Myron Warren	Hostetter, Marie M., Univ. of Kans. L.
Wilmette	Manhattan
Osmotherly, Sue, P. L.	Hennig, Ruth M. E., State Agric. Coll. L.
INDIANA	St. John, Winifred K., State Agric. Coll. L.
Brookville	Wichita
Kimble, Mrs. Martha B., P. L.	Burgess, Alice P., City L.
Columbia City	KENTUCKY
Peabody Free Library	Louisville
Columbus	Grauman, Edna, F. P. L.
Bonham, Lenore, P. L.	MAINE
Stillwell, Ella, P. L.	Bangor
Darlington	Boyd, Elmar T., P. L.
Miller, J. Fay, P. L.	MARYLAND
East Chicago	Baltimore—Enoch Pratt Free Library
Philips, Ida, P. L.	Forsyth, Susanna A.
Fowler	Hill, Mary E.
Geddes, Beatrice, P. L.	Mills, Fannie S.
Gary—Public Library	Stokes, Dorothy F.
Brown, Mrs. William R.	Others
Call, Harry	Bell, Lucy S., Goucher Coll. L.
Feder, William	College Park
Greenlee, Mrs. C. M.	Maryland University Library
Hotchkiss, Richard	MASSACHUSETTS
Klingensmith, Annie	Andover
Robinson, Caroline E.	Frost, Sarah L., Phillips Academy L.
Indianapolis—Public Library	Arlington
Ingraham, Joanna	Rugg, Mrs. Winnifred King, State Federation of Women's Clubs
McCammon, Doris	Boston—Public Library
Morgan, Vera	Albert, Katherine F.
Russell, Isabel	Bell, Helen M.
Sayler, Marion	Goldstein, Fanny
Taylor, Della	McCarthy, Marion A.
Wilson, Ione	Morse, Carrie L.
Ligonier	Reardon, John H.
Stansbury, Mrs. Lena Wolfe, P. L.	Rogan, Katherine S.
Muncie	Others
Pieters, Elizabeth, P. L.	Corning, Grover T., Boston L. Div. Library
Weimer, Susan Read, P. L.	Bureau
Newburgh	Dodge, Agnes E., Base Library, 1st Corps
Jones, Mrs. Edward, P. L.	Area U. S. A.
Peru	Foster, Jennie W., State L.
Kistler, Ellen D., P. L.	Hartzell, Mrs. Bertha V., Social Service L.
Stevens, Ruth F., P. L.	Goldberger, Herman, 44 Bromfield St.
	Hough, Helen Yale, Simmons Coll. L. Sch.
	Noyes, Sara E., State L.
	Smith, Helen P., Beacon Press Bookshop
	Smith, M. Pansy, 12 Ashburton Pl.

**Cambridge**

Briggs, Clara Perry, Harvard Coll. L.  
 Clark, Theodora A., Business L., Harvard  
 Univ.

Finley, Florence G., Arthur D. Little, Inc.

Hawkes, Calra D., P. L.

**Fall River**

Wetherbee, Marjorie, P. L.

**Framingham**

Curtis, Susan W., Town L.

**Holyoke**

Ray, Elizabeth C., P. L.

**Lowell**

Lowell City Library

**Lynn—Public Library**

Aldrich, Florence B.

Cooper, Helen S.

Musso, Florence G.

Rhodes, Annah L.

Snushall, Mary M.

Tuck, Alice C.

**Others**

Barney, Mrs. Caroline Clark, 21 Baltimore  
 St.

**New Bedford**

Dion, Amanda L., P. L.

**Newton**

Luitwieler, Helen, F. L.

**Newton Highlands**

Singleton, Mabel A., Newton F. L.

**Norwood**

Hewett, Jane A., Morrill Mem. L.

**Salem**

Blake, Mrs. Agnes C., Salem Normal Sch. L.

**Swampscott**

Grabow Co., Inc., E. R.

**Webster**

Bartlett, Lucia R., F. P. L.

Craver, Mrs. C. H.

Kingsbury, Mrs. Phoebe P., F. P. L.

**Westford**

Day, May E., J. V. Fletcher L.

**Williamstown**

Hall, Katharine Mason, Williams Coll. L.

**MICHIGAN****Alma**

Alma College Library

Alma Free Reading Room & Library

**Ann Arbor—Univ. of Michigan Library**

Dietz, Hildegard

Donegan, Marie

Grube, Theresa A.

Harroun, Blanche E.

Hymans, Ella M.

Mullet, Elinor

Walker, Evelyn H.

Wilson, Rebecca

Winchell, Constance M.

**Bay City**

Ballou, Isabel A., P. L.

**Detroit—Public Library**

Flfield, Alta Doty

Halpin, Honorine

McLaughlin, Allee E.

Martin, Elsa Grandin

**Jackson—Public Library**

Bell, Mrs. Louise Parks

Borner, Iva A.

Herron, Ethel M.

**Kalamazoo**

Dunsmore, Eugenia, Kalamazoo Coll. L.

Hock, Mrs. Esther Orcutt, P. L.

Morse, Stella M., P. L.

**Mt. Clemens**

Houghton, Dorothy, P. L.

**MINNESOTA****Brainerd**

Jones, Clara T., P. L.

**Cloquet**

Tanke, Eda, P. L.

**Duluth**

Alford, Eva, P. L.

**Lucas, Mary R., P. L.****Minneapolis—Public Library**

Angvik, Rachel

Bailey, Mrs. Elva B.

Bank, Lena

Brancham, Alice I.

Camp, L. Hester

Clinton, Lucile Anne

Daunt, Mildred C.

Davis, Donna N.

Denny, Alice B.

Derickson, Maud E.

Dinsmoor, Marian

Engstrom, L. Frances

Fanning, Clara E.

Foster, Katharine

Greenwald, Merry G.

Hall, Ruth M.

Hansen, Alta I.

Haynes, Kathleen

Ingerson, Martha

Jones, Alice L.

Kittell, Ruth

Lamb, Louise

Lamb, Sarah Doris

Lovell, Eleanor

Mac Lean, Marjorie

Matson, Charlotte

Melgaard, Irene M.

Meyers, J. E.

Morlette, Gladys

Morrison, Eleanor

Oftedal, Gunhild

Phillips, Mrs. D. C.

Prest, Marlon

Recker, Lorraine

Rood, Grace

Schmidt, Eloise

Shearer, Mabel B.

Silk, Agnes

Thompson, Ruth

**Minneapolis**

Firkins, Ina Ten Eyck, Univ. of Minn. L.

**St. Paul**

Killian, Laura C., P. L.

Wilkes, Mary Sue, P. L.

**MISSOURI****Columbia**

Barnes, Lois, Univ. of Mo. L.

**Joplin**

Swanwick, Frances H., P. L.

**Kansas City—Public Library**

Brown, Olive I.

Byers, Erma

Elder, Martha

Hall, Josephine

Herbert, Mrs. Mary B.

Morrison, Mrs. Sallie E. D.

Pierce, Lola

Smith, Margaret H.

Snell, Willie Reese

Sullivan, Alice

Winslow, Clara Elizabeth

Woodruff, Opal

**Nevada**

Shackelford, Emma N., Cottet Coll. L.

**St. Joseph—Public Library**

Carey, Mary M.

Hull, Mabel C.

Van Nostrand, Kathryn

**St. Louis—Public Library**

Braucourt, Clarisse

Breen, Dorothy

Cordell, Leona

Creagan, Isabel

Crocker, Mary

Crutcher, Florence

DeGelder, Gertrude E.

De Laughter, Mrs. Nellie McCreary

Eggmann, Hortense

Fisse, Irene

Friedman, Mrs. Fannie

Hamilton, Louise

Holly, Catherine E.  
 Huning, Annall  
 Hyatt, Aeola L.  
 Jaeger, Anna C.  
 Janzow, Laura M.  
 Kielber, Anna M.  
 Klinke, Norma  
 Krochman, Gertrude M.  
 Lyons, May  
 McCarthy, Bernice  
 Mason, Alby  
 Nathan, Carrie A.  
 Overman, Ruth Anne  
 Ryan, Cecilia  
 Sotier, Adele J.  
 Summersly, Elizabeth  
 Thomas, Marie  
 Tod, George-Anna  
 Toomey, Loretta  
 Varney, Edith Beatrice  
 Wels, Eunice  
 Wheat, Mary Elizabeth

**Others**

Bostwick, Mrs. Arthur E., 14 N. Kingshighway  
 Drum, Stella M., Mo. Historical Society L.  
 Hanvey, Lily C., St. Louis Medical Society L.  
 Ludwig, Hazel, D'Arcy Advertising Co. L.

**MONTANA****Billings**

Snow, Beatrice, Parmly Billings Mem. L.  
**Great Falls**

Collier, Amelia, P. L.  
 Sestak, Bessie, P. L.

**Missoula**

Leiser, Esther, P. L.  
 Helmer, Margaret Griswold, Univ. of Montana L.

**NEBRASKA****Fairbury**

McQuaid, Mary C., P. L.  
**Kearney**  
 Pierson, Stella H., State Normal Sch. L.

**Omaha—Public Library**

Abbott, Katherine  
 Anderson, Elizabeth J.  
 Baumer, Bertha A.  
 Conley, Stella A.  
 Grosh, Miriam  
 Hall, Czarina M.  
 Hammond, Blanche  
 Myers, Lulah J.  
 Ralston, Lucile  
 Suter, Wilda  
 Walker, Rena  
 Woodbridge, Mary E.

**Penn**

Davis, Gertrude, State Normal School L.

**NEW HAMPSHIRE****Claremont**

Ide, Mrs. Mary S., Fiske F. L.  
 Kingsley, Mrs. Florence K., Fiske F. L.  
**Concord**

Hassell, Cora M., Senior High School L.  
**Exeter**

Vroom, Mildred M., Phillips Exeter Acad. L.  
**Manchester**

James, Susan H., High School L.

**Sanborntonville**

Edwards, Lillian S., Wakefield F. L.

**NEW JERSEY****Atlantic City—Public Library**

Adams, Jessie F.  
 Graham, Mildred Chapin  
 Newell, Ray N.  
 Packard, Virginia Morse

Rowley, Jessie

**East Orange**

Holmes, Florence Isabel, F. P. L.

**Madison**

Drew Theological Seminary Library

**Newark**  
 Stewart, Gertrude Fitzgerald, F. P. L.  
 Williams, Dorothy Adele, F. P. L.  
**Ridgefield Park**

Kern, Mrs. Muriel, F. P. L.

**NEW YORK**

**Albany—N. Y. State Library School**  
 Lyon, Lois M.

Martin, Mary E.

Rice, John W.

Schultz, Katherine E.

Vincent, Helen M.

Weaver, Mrs. Elsie A.

**Brooklyn—Public Library**

Allen, Faith

Goldsmith, Beatrice

Hurlbut, Anna

Rebenkhan, F. Margaret

Williams, Marion H.

Young, Mabel

**Buffalo—Public Library**

Brainard, E. Louise

Christey, Ella G.

Manning, Ella M.

Meyer, Emma

Moore, May L.

Pearson, Helen L.

Provoost, Harriet E.

Sheldon, Sara P.

**Others**

Hibbard, George, Grosvenor L.

Viele, Grace, State Normal School Ref. L.

**Endicott**

Moshier, L. Marion, F. L.

**Haverstraw**

Fowler, Mrs. Everett, King's Daughters P. L.

**Larchmont**

Monro, Isabel Stevenson, 5 Cliff Way

**New York City—Public Library**

Ackley, Elizabeth

Adams, Florence A.

Beeken, Dorothy

Beetle, Clara

Dunn, Isabel Lucile

Edmonds, Jean Lowrie

Knightly, Loretta A.

Ladd, Louise H.

Rawlins, Mary S.

Rust, Marion Stamwood

Terry, Marion C.

White, Josephine M.

**New York City**

**Library School of the N. Y. Public Library**

Barnum, Mabel M.

Conklin, Mae A.

George, Marilla Buckland

Guerber, Louise

Hinman, Katharine D.

Lewis, Mary Elizabeth

Mead, Elizabeth Lyon

Newton, Nathaly E.

O'Neal, Mabelle

Voeglein, L. Belle

Wiecking, Emma

**Others**

Doherty, Kathryn Frances, Nat'l Bank of Commerce L.

Edwards, Edith, Nat'l Organization of Public Health Nursing L.

Hayes, Mary, Nat'l City Financial L.

Mantel, Frances, George H. Doran Co.

Peterkin, Gertrude D., Amer. Telephone & Telegraph Co. L.

Plumb, Margaret Grant, Hunter Coll. L.

Roberts, Georgia E., The Rockefeller Foundation L.

Sanders, Nannie Gillespie, Nat'l City Financial L.

Tichenor, John S., Y. M. C. A. Historical L.

Welland, Jennie, N. Y. Times L.

Wight, Ethel M., Wm. H. Wise & Co., Inc.

# BULLETIN

**Port Jefferson**  
 Parker, Ruth H., F. L.  
**Poughkeepsie**  
 McCaleb, Florence, Vassar Coll. L.  
**Rochester**  
 Taylor, A. Marjorie, Genesee Br. P. L.  
 Gilchrist, Donald B., Univ. of Rochester L.  
**Syracuse**  
 Loomis, Ernestine D., P. L.  
 Low, B. Janet, P. L.  
**Utica**  
 Counsell, Mabel Louise, P. L.  
**NORTH CAROLINA**  
 Greensboro  
 Cooper, Mildred B., P. L.  
**Wilmington**  
 Wilmington Public Library  
**NORTH DAKOTA**  
 Valley City  
 Lowry, Bess, State Normal School L.  
**OHIO**  
**Akron**  
 Grant, Louise E., Firestone Tire & Rubber Co. L.  
 Herndon, Maude, P. L.  
**Cincinnati—Public Library**  
 Grogan, Sarah E.  
 Hutchins, Ethel Lavinia  
 Innes, Myra Ethel  
 Roberts, Hazel Kathryn  
 Robertson, May  
**Circleville**  
 Wilder, Mary Emily, P. L.  
**Cleveland—Public Library**  
 Barkhurst, Marjorie  
 Batman, Marie  
 Bedol, Esther  
 Bohmer, A. Grace  
 Boutelle, Louise Maynard  
 Burridge, Myrtle R.  
 Clafin, Louise  
 De Vis, Sylvia  
 Elkins, Sophia  
 Emerson, Charlotte M.  
 Gittelson, Leah  
 Grubb, Rosalie Joyce  
 Harrington, Mildred P.  
 Haskin, Gladys R.  
 Herr, Norma  
 Holmes, Thomas J.  
 Lord, F. Mildred  
 Mayberry, Elizabeth  
 Nevins, Muriel H.  
 Oldham, Annie Josephine  
 Patterson, Lillian M.  
 Plasman, Helen Louise  
 Ries, Donna I.  
 Robbins, Jessie A.  
 Skeel, Jennie A.  
 Slater, Loraine A.  
 Smith, Emily  
 Smith, Mabel C.  
 Tenney, Susan E.  
 Theobald, Ruth  
 Wetter, Nell Maria  
**Western Reserve U. Adelbert Coll. L.**  
 Goss, Harriet  
 Howe, Fanny C.  
 Sadler, Louise C.  
**Western Reserve U. Coll. for Women L.**  
 Waters, Caroline E.  
**Western Reserve U. Library School**  
 Baker, Violet M.  
 Baum, Winifred E.  
 Giesler, Edna  
 Ginsburg, Helen Unger  
 Hale, Annette A.  
 Hamm, Lucille Edith  
 Horsfall, Alice  
 Hutchinson, Ida  
 Jones, Marjorie Willmot  
 Kaiser, Zelma G.

Lehmann, Elsie  
 Matz, Ruth M.  
 Perkins, Elizabeth  
 Ranney, Helen L.  
 Spencer, Gwladys  
 Stahl, Gail  
 Teving, Helen Chapin  
 Warren, Elia Churchill  
 Wilson, Annie L.  
**Elyria**  
 Cuyler, Linda C., P. L.  
**Warren**  
 Hull, Edna M., East Jr. High School L.  
**Youngstown**  
 Ziegler, Mildred S., P. L.  
**OKLAHOMA**  
 Chickasha  
 Chickasha Carnegie Library  
**Duncan**  
 Duncan Public Library  
**Norman**  
 Edwards, Russell, Univ. of Okla. L.  
**Oklahoma City**  
 Slaughter, Dell Pemberton, Okla. Hist. Soc. L.  
**OREGON**  
 Eugene  
 Spofford, Martha Elizabeth, Univ. of Ore. L.  
**Pendleton**  
 Glover, Freda Moss, Umatilla Co. L.  
**Portland—Library Association**  
 De Yoe, Dorothy  
 Doty, Beatrice Ingram  
 Fahrni, Marguerite G.  
 Gammons, Abbie Frances  
 Gregory, Mrs. Kate D.  
 Hail, Ruth H.  
 Spalding, Lucile  
 Taylor, Susan  
 Wilcox, Leilla B.  
**PENNSYLVANIA**  
**Altoona**  
 Magee, Anna Mary, 2400 Second Ave.  
**Bradford**  
 Christman, Lois H., P. L.  
**Du Bois**  
 Du Bois Public Library  
**Erie**  
 Hard, Jean A., P. L.  
**Huntingdon**  
 Evans, Lillian M., Juniata Coll. L.  
**Philadelphia**  
 Connolly, Katherine H., F. L.  
 Gray, Violet Gordon, Friends F. L.  
 Rankin, Helen M., F. L.  
 Mecutchen, Mary, Girard Coll. L.  
 Newkirk, Mary, Univ. of Pa. L.  
 Wilson, Joseph J., Jefferson Medical Coll. L.  
**Pittsburgh—Carnegie Library**  
 Campbell, Juliette E.  
 Conner, Martha  
 Guiraud, Louise  
 Hawkins, Abigail C.  
 Reed, Jeanie M.  
 Shaw, Sarah Herron  
 Van Kirk, Ruth  
 Wirth, Martha V.  
**Others**  
 Abrams, Eva, 53 Robert St.  
 Macrum, Adeline, Tuberculosis League L.  
**Pottsville**  
 Pottsville Public Library  
**Towanda**  
 Hall, Mrs. L. M.  
**RHODE ISLAND**  
**Providence—Public Library**  
 Alden, Bessie M.  
 Anderson, Almeda  
 Anderson, Esther M.  
 Armstrong, Dorothy W.  
 Burgess, Helen M.  
 Colwell, Mrs. Mabel Emerson  
 Cooke, Marion A.

Coombes, Ruth Crawford Essex, Mary C. Evans, Elizabeth Hassell, Christine Merrick, Mrs. Catherine B. Wetmore, Mrs. Marguerite Reid <i>Others</i>	<b>Madison</b> Huhn, Natalie T., Wis. L. School. Kinney, Sarah D. Scribner, Mrs. Nathalie, 133 E. Gorham St.
Barr, Elizabeth M., State L.	<b>Milwaukee</b> First Wisconsin Nat'l Bank Library
<b>SOUTH DAKOTA</b>	<b>Racine</b>
<b>Aberdeen</b>	Froggatt, Lillian M., P. L.
Barnes, Mrs. Celeste E., Northern Normal & Ind. Sch. L.	<b>Stevens Point</b>
Wendell, Esther, Northern Normal & Ind. Sch. L.	Anderson, Amy M., P. L.
<b>Ipswich</b>	<b>South Milwaukee</b>
Beebe, H. E.	Hook, Gladys M., P. L.
<b>TENNESSEE</b>	<b>Watertown</b>
<b>Knoxville</b>	Liebermann, Lucile S.
Templeton, Mrs. Lucy Curtis, Lewson Mc- Ghee L.	<b>CANADA</b>
<b>Memphis</b>	Edmonton, Alta.
Henry, Edith, Cossitt L.	Fredell, Anna M., P. L.
<b>Nashville</b>	Victoria, B. C.
Baskette, George H., Carnegie L.	Killam, Herbert, P. L. Commission
<b>TEXAS</b>	Antigonish, N. S.
<b>Austin</b>	Macdonald, Mary C., St. Francis Xavier's Coll. L.
King, Agnes, Univ. of Tex. Sch. of L. Sci- ence.	<b>CUBA</b>
<b>Dallas—Public Library</b>	Havana
Belsterling, Edward A.	Coronado, F. De P., Academy of History & Div. of Havana Nat'l L.
Clanton, Cleora	<b>FRANCE</b>
Greiner, William E.	Aisne
Henry, William T.	Carson, Jessie M., c/o Comite American
McDonough, Mrs. John H.	Paris
Schneider, Mrs. Jules E.	Carlton, Mrs. Wm. N. C., c/o 10 Rue de l'Elysee
<b>Fort Worth</b>	<b>GERMANY</b>
Southwestern Baptist Theol. Sem. Library	Berlin
<b>UTAH</b>	Asher & Co., Messrs. A., Behrenstrasse 17
<b>Salt Lake City</b>	Coblenz
Kingsbury, Ruth, Univ. of Utah L.	Goldman, Jane Elizabeth, Army L.
<b>VERMONT</b>	<b>NORWAY</b>
Bellows Falls	Bergen
Rockingham Free Public Library	Kildal, Arne, P. L.
<b>Montpelier</b>	<b>PORTO RICO</b>
Kanaly, Margaret, F. P. L. Commission	Rio Piedras
<b>St. Johnsbury</b>	McAllister, J. A., Evangelical Seminary of P. R.
Fairbanks, Cornelia Taylor, St. Johnsbury Athenaeum	<b>SWITZERLAND</b>
<b>VIRGINIA</b>	Zurich
Port Norfolk	Zentralbibliothek
Methodist Sunday School Library	
<b>Roanoke—Public Library</b>	
Butler, Mrs. W. W. S. Jr.	
Goodwin, Mrs. Thompson W.	
Johnson, E. R.	
Meadows, J. Tyler	
<b>Winchester</b>	
Gibson, Judith C., The Handley L.	
<b>WASHINGTON</b>	
Everett	
Crocker, Julia L., P. L.	
<b>Seattle—Public Library</b>	
Adams, Ida Elizabeth	
Coleman, Louise	
Eberlin, Laura M.	
Hallahan, Amy V.	
Hoit, Doris L.	
Hopkins, Doris F.	
King, Hazel Hastings	
Kurth, Edith A.	
Phinney, Addie Jacques	
Remsberg, Helen	
Strong, Mrs. Consuelo	
<b>WEST VIRGINIA</b>	
Fairmont	
Reed, Bessie J., Fairmont High School L.	
<b>WISCONSIN</b>	
De Pere	
Mathews, Helen S., P. L.	

"The Library is open! We are convinced that all the people rejoice. In a bright and cheerful room each one finds the very book which belongs to him; the children, the fairy tales and imaginative stories; adventurous souls, the recitals of voyages and explorations; research workers, scientific works; serious readers, their classics; the young people, works upon the Great War from which they learn of their predecessors and what is imposed upon those who want to show themselves worthy of our glory and of our sacrifices, in a word worthy of Our France!"—From a newspaper account of the opening of the Free Public Library at Soissons.

## REPORT OF COMMITTEE ON NOMINATIONS

The committee on nominations has presented its report to the Executive Board, and nominated the following members to the elective positions to be filled at the Swampscott Conference June 20-27, 1921:

For President: Azariah S. Root, librarian, Oberlin College Library, Oberlin, Ohio.

For First Vice-President: Samuel H. Ranck, librarian, Public Library, Grand Rapids, Mich.

For Second Vice-President, Claribel R. Barnett, librarian, United States Department of Agriculture Library, Washington, D. C.

For Members of Executive Board (for a term of three years each): Carl B. Roden, librarian, Public Library, Chicago, Ill.; Gratia A. Countryman, librarian, Public Library, Minneapolis, Minn.

For Members of Council (for a term of five years each): Cornelia Marvin, librarian, Oregon State Library, Salem, Ore.; George H. Locke, chief librarian, Public Library, Toronto, Ontario, Canada; Fannie C. Rawson, secretary, Kentucky Library Commission, Frankfort, Ky.; Robert K. Shaw, librarian, Free Public Library, Worcester, Mass.; Adam Strohm, librarian, Public Library, Detroit, Mich.

For Trustee of the Endowment Fund: J. Randolph Coolidge, Jr., trustee, Boston Athenaeum, Boston, Mass.

The Committee on Nominations comprised the following:

P. L. Windsor, University of Illinois Library, Urbana, Chairman; June Donnelly, Simmons College library, Boston; Theresa Hitchler, Public library, Brooklyn; Grace D. Rose, Public library, Des Moines, Iowa; E. R. Perry, Public library, Los Angeles.

The report was approved by the Executive Board in correspondence vote, in accordance with section 2 of the By-Laws to the Constitution which provides that the "Committee shall report to the Executive Board, which shall, after adoption of the

report, publish its nominations in the Bulletin at least one month prior to the annual meeting of the Association."

The Nominating Committee desires to thank members of the A. L. A. and especially members of the Council who sent in a large number of suggestions respecting the various nominations, and thus materially aided the committee in its work.

## A BOOKLIST LETTER

May 2, 1921.

The Booklist,

78 E. Washington St.

My dear Miss Massee:

Please send six copies of The Booklist as follows:

Mrs. Minnie Carroll, Aledo, Ill.

Mrs. Mollie Bridgford, Aledo, Ill.

Mrs. Rowena Wells, Aledo, Ill.

Mr. Clarence Wells, Aledo, Ill.

Mr. Virgil Duvall, Aledo, Ill.

Mr. W. C. Grant, Aledo, Ill.

These are members of the Library Board and they wish to be better able to select books so ask for the A. L. A. Booklist. Can you send them the April number? If not please begin with May.

Your help is invaluable, and your explanations so fair, I wish the A. L. A. List could be in every reader's home.

Sincerely,

FLORA B. WINGER,  
Librarian.

Mercer Township Free Public Library,  
Aledo, Ill.

The managers of the Old South Association in Boston, at a recent meeting voted to invite the members of the American Library Association attending the convention at Swampscott to come to the Meeting House, and voted to admit them on presentation of their official A. L. A. badges.

"Yet, though man grows in truth from more to more,

Old forces through our mystic being sweep;

The soul remembereth its holy lore;

Some moods habitual to mankind we keep;

We believe; though time forever on the scroll

Buries the early writing of the soul."

GEORGE EDWARD WOODBERRY.

## LIBRARIES IN EDUCATION

1. All pupils in both elementary and secondary schools should have ready access to books to the end that they may be trained:

- (a) to love to read that which is worth while
- (b) to supplement their school studies by the use of books other than textbooks
- (c) to use reference books easily and effectively
- (d) to use intelligently both the school library and the public library.

2. Every secondary school should have a trained librarian, and every elementary school should have trained library service.

3. Trained librarians should have the same status as teachers or heads of departments of equal training and experience.

4. Every school that provides training for teachers should require a course in the use of books and libraries, and a course on the best literature for children.

5. Every state should provide for the supervision of school libraries and for the certification of school librarians.

6. The public library should be recognized as a necessary part of public instruction, and should be as liberally supported by tax as are the public schools, and for the same reasons.

7. The school system that does not make liberal provision for training in the use of libraries, fails to do its full duty in the way of revealing to all future citizens the opportunity to know and to use the resources of the public library as a means of education.

The above statement is recommended by the following committee for adoption by the Library Department of the N. E. A.: J. I. Wyer, Walter Brown, Annie S. Cutter, Lucile F. Fargo, H. A. Hollister, Florence M. Hopkins, Willis H. Kerr, C. G. Leland, O. S. Rice, Mary C. Richardson, Alice Tyler, Harriet A. Wood, Adeline E. Zachert.

## CLASSIFICATION OF NAVAL LIBRARIANS

THE United States Civil Service Commission has classified naval librarians under the professional, scientific, and technical service. This recognition should insure a proper maintenance of standards. It will make possible the retention of many of the able men and women who have already done such excellent work in naval libraries and also will attract strong people to apply for positions as vacancies occur.

The announcement of examination, open to men and women, for station librarian May 11, 1921, contains the following:

Subjects and Weights—Competitors will be rated on the following subjects, which will have the relative weights indicated:

Weights

1. Library economy, cataloging, classification, and bibliography.	25
2. Thesis (to be submitted to the examiner on the day of the examination) .....	25
3. Education, experience, and fitness .....	50
Total .....	100

Thesis—Under the second subject applicants must submit to the examiner on the day of the examination a thesis, preferably typewritten, of not less than 1,000 words, on one of the following subjects:

1. Methods of organizing, building up, and arranging a library at a military or naval station with a complement of 10,000 men.
2. The enlarged program of the American Library Association.
3. Methods of guiding and encouraging reading by men of military age.
4. Significant lines of recent development of American libraries as applied to Army and Navy work.
5. Outline what you conceive to be the duties of a librarian in a naval or military community of 10,000 men.

THE STORY OF LIBRARY WAR SERVICE PUBLISHED IN FRENCH\*

EDOUARD CHAMPION has just published a French edition of Theodore Wesley Koch's "Books in the War," translated by Abel Doysié under the title "Les Livres à la Guerre." The book is a large octavo of 428 pages in addition to 147 full page illustrations, many of which are not found in the English edition. The charming introduction by Burton E. Stevenson, giving his résumé of Library War Service, is not available in any other form. There is also a brief preface by Marshal Foch, which (in the words of the publisher) is "like a salutation of the sword." There is a new chapter on the American Library in Paris. The book is therefore much more than a mere translation of the English edition and many American libraries will be interested in securing a copy.

The translation is being well received in France. M. G. Remon, who is interested in a special library for the furniture makers and wood carvers of Paris, has reviewed the French edition in the Radical, March 26, 1921. He characterizes the work as one of the "livres bienfaisants" (welfare books) "those which spur us on to useful actions." On every page we find, says M. Remon, helpful and inspiring accounts of the admirable campaign undertaken by the Americans to supply the combatants with good books. It is no exaggeration, says he, to speak of a veritable "mobilization of books." He feels that the organization of these war time circulating libraries has a bearing on peace time problems. And that is why, he says in conclusion, "the reading of this fine work, filled with anecdotes and with technical information, profusely and ingeniously illustrated, will appear singularly attractive to all those in France

who are interested in the means for developing up-to-date public library service."

M. Georges Girard devotes considerable space in *L'Opinion* of March 18, 1921 to a summary of the book. He speaks of the "admirable work" of the A. L. A. "which has had the happiest results." The A. L. A., says he, had the honor to furnish free books to the four and a half million men who made up the American army. "Happy Sammies who found books even in their guard houses!"

"How can you help smiling when you compare such a work with the feeble attempts which were made by the French," is Mr. Girard's comment. "No doubt there was some uneasiness as to the intellectual needs of the army and dreams about satisfying them. The realization was however very imperfect, and all that was accomplished in any satisfactory manner was due to private enterprises." General Lyautey's order of October 27, 1917 is cited as indicative of an interest in the matter, but unfortunately this was more or less a personal concern and an isolated case, and consequently unfruitful. Lyautey had hoped for recreation halls with a varied selection of good literature including books on economics and practical subjects. Books and maps on Morocco, for example, should be readily accessible to the troops who were to be sent out there. Moreover, in Lyautey's opinion, these recreation halls or assembly rooms should be among the first to be set up in a new camp, for they furnish protection against the army blues which is the first of the enemies to be fought in an isolated army post.

Through the courtesy of Mrs. Mary C. Spencer, State Librarian, a bound set of the Michigan Library Bulletin has recently been added to Headquarters collection. The use which has already been made of this volume would make doubly welcome similar gifts from commissions and state or other libraries.

(\*Theodore Wesley Koch. *Les livres à la guerre*. Préface par M. le Maréchal Foch. Traduit de l'anglais par Abel Doysié. Introduction par Burton E. Stevenson. Paris, Edouard Champion, 5 quai Malakais. Unbound 25 francs. Half cloth; 35 francs. Half leather 40 francs.)

## COLORADO SPRINGS CONFERENCE\*

### FOURTH GENERAL SESSION

(Friday afternoon, June 4)

President Hadley presided.

The Secretary read the report of the War Service Committee for the year ending June 1, 1920. Thereupon the motion that the report be adopted was made, seconded and carried.

Dr. Montgomery then moved that the various committee reports of which printed copies had been distributed be officially received and filed. The motion was carried.

Dr. Andrews read the report of the Finance Committee. He stated that the formal report covered the accounts of the American Library Association for the last year, and the Budget for 1920. A supplemental report covers the accounts up to the transfer of the funds from the custody of the former treasurer, Mr. Roden, to the new treasurer, Mr. Tweedell. Dr. Andrews stated that the accounts of Mr. Roden had been found correct and that the balances shown at the date of transfer had been transferred to Mr. Tweedell, and acknowledged by him. Dr. Andrews explained that the Executive Board had taken possession of the War Service Fund and that in justice to himself and the Finance Committee he wanted it understood that the supplementary report covering the activities carried on with that Fund was not the work of the Finance Committee. A motion that the report be received and filed was made, seconded and carried.

The President then introduced Dr. Bishop, chairman of the Committee on revision of the constitution, who said: "A special meeting of the American Library Association was called at Chicago in January of this year to consider the revision of the constitution. That meeting de-

voted two sessions to the matter, and a transcript of the proceedings was published in the January Bulletin. At Chicago the Association went into the committee of the whole for the purpose of discussing informally the draft presented at that meeting by the Committee on revision. It spent two full sessions in discussing this revision informally. That committee did not report to the Association. The situation is simply this. The proposed revision has been discussed informally and certain expressions of the sense of the Association sitting as a committee of the whole have been made on many of these provisions. The Committee on revision has been governed by the wishes of the Chicago meeting. There are only two points in which the Committee felt it due to itself to express dissent from the Chicago action. These are noted in the printed report which is now before the Association for action. In order to be carried, any of these changes must receive a three-fourths vote of the members present and voting."

The proposed draft of the constitution was then read, discussed, and voted on section by section. The following modifications were made in the constitution proposed by the Committee on revision. (Bulletin 14: 120-26.)

A motion to substitute "interested" for "engaged" and to strike out "and others after election by the Executive Board" in Section 3 carried by a vote of 103 to 23.

Voted that Section 9 be adopted as recommended by the Committee excepting that "executive officer" be substituted for "librarian" in line 7.

Voted that "vice-president" in line 8 of section 11 be made "vice-presidents;" that "1920" in line 10 read "1921;" that "three years later" be substituted for "in 1923" in line 16, and that "four years later" be substituted for "in 1924" in line 17.

\*This report was unintentionally and regrettably omitted from the published proceedings. Separates of this report are available for those who wish them.

Voted that there shall be added to Section 12 the sentence, "The election of a member of the Executive Board to the office of President, Vice-President, or Treasurer shall create a vacancy in the Board." Voted to add the word "rank ing" before the word "vice-president" in line 8 of Section 12.

Voted 77 in favor and 55 against adopting section 15 as printed.

Voted to amend Section 16 by substituting the word "Council" for "Executive Board" in lines 4 and 5 and by substituting "Council" for "Board" in lines 6 and 7.

In Section 19 the word "vice-president" in lines 2 and 3 was made "vice-presidents."

In Section 20 line three the phrase "of the Association" was inserted before the word "and."

In line 4 of Section 23 "meetings" was changed to "meeting." In line 5 of Section 23 the words "may be called by the President" and were added after the word "meetings." Voted to add to Section 23, "Twenty members shall constitute a quorum of the Council."

Voted to add to Section 24, "and no such resolutions other than votes of banks shall be adopted without such reference."

Voted to add after the word "for" in line 2 of Section 25 the word "general." Voted to add after "inviolate" in line five the sentence "Gifts for special purposes accepted by the Association shall be kept in separate funds which shall be invested and kept inviolate." Voted to add after the word "direct" in line six the words "in accordance with any conditions made by the donors and in consonance with the approved policy of the Association."

On recommendation of the committee Section 26 was adopted as follows:

The Council may by vote affiliate with the American Library Association any national society having purposes similar to those of the American Library Association.

The dues of affiliated societies shall be based upon the number of its members who are not also members of the American Library Association as specified in the by-laws.

Voted to add the words "or Council" at the end of line 3 of Section 27.

Voted to insert the word "annual" after the word "successive" in line 3 of Section 28.

The constitution was unanimously approved as amended.

The meeting then adjourned.

#### WANTS

**Long Beach (Cal.) Public Library.**

U. S. Department of agriculture. Department bulletins.

No. 396. Second annual report of bird counts.

No. 408. Experiments in destruction of fly larvae.

No. 473. Production of sugar in the U. S.

No. 489. Survey of bee-keeping.

**St. Paul (Minn.) Public Library.**

Budge, E. A. T. W. Gods of the Egyptians. 2v. Chic. open Court, 1904.

Campbell, J. M. Selected list of Hungarian books. 1907. (A. L. A. Foreign Booklist No. 2.)

De Clifford, N. F. Egypt the cradle of freemasonry. N. Y., Macoy.

O'Connor, E. M. Analytical index of the works of Nathaniel Hawthorne. Boston, Houghton, 1882.

Waite, A. E. Secret tradition in masonry. N. Y., Rebman Co., 1911.

#### FOR SALE OR EXCHANGE

**St. Paul Public Library.**

DeLong, G. W. Voyage of the Jeanette. Cambridge, Riverside press, 1884. 2v.

#### OFFER

**Providence (R. I.) Athenaeum.**

To any library for the cost of transportation:

Early records of the town of Providence. Providence 1892-1909. v. 1-20. (Library stamp on title page.)

## *Increasing in Size and Service*

Again the time approaches when the members of the A. L. A. meet together to review the accomplishments of the year and renew the hopes and ideals for future work. This year we are to meet amidst unusual surroundings. The origins of American librarianship were rooted in New England. The literary traditions and associations of the locality are stimulating and inspiring. Amidst such surroundings, the Association should courageously face its new problems and possibilities and plan for larger and greater things. We have passed through a period of tests,—the test of amazing and resultful effort, crowned with success in the effective library service rendered during the war; and the test of discouragement which followed the effort for increased finance and enlarged activities.

Trials of both success and failure have, without doubt, clarified our vision and strengthened our confidence that the realities of library service are stable and enlarging. Out of these experiences, we should enter upon the next stage of library growth and development with courage, and with confidence in each other and in our work. The program of the Swampscott Conference will, we trust, be of interest and profit and contribute to this end. Let all plan to come with the spirit of cooperation and fellowship and with the expectation of a good time among the surroundings and traditions of New England.

Meantime, the intervening weeks between now and June 20th, will afford opportunity to roll up a long list of new members for the Association, if each member adds at least one new member. Gratifying as the growth has been since January 1st, all members should determine to have a part in bringing about an increase of not less than 25 per cent from the beginning of the year. Let this be our goal before June 20th.

An ardent belief in library service and a sincere endeavor to enlist all librarians in united effort in advancing it, means greater personal satisfaction in the day's work, as well as a strong and effective national organization. This is a joyous task for all.

Faithfully yours,

ALICE S. TYLER,  
President.

# BULLETIN OF THE AMERICAN LIBRARY ASSOCIATION

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VOL. 15, No. 5

CHICAGO, ILL.

SEPTEMBER, 1921

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## A. L. A. HANDBOOK 1921

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PUBLISHED SIX TIMES A YEAR.

FREE TO MEMBERS.

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## CHARTER

### COMMONWEALTH OF MASSACHUSETTS

Be it known, that whereas Justin Winsor, C. A. Cutter, Samuel S. Green, James L. Whitney, Melvil Dui, Fred B. Perkins and Thomas W. Bicknell, have associated themselves with the intention of forming a corporation under the name of the American Library Association for the purpose of promoting the library interests of the country by exchanging views, reaching conclusions, and inducing co-operation in all departments of bibliothecal science and economy; by disposing the public mind to the founding and improving of libraries; and by cultivating good will among its own members, and have complied with the provisions of the statutes of this Commonwealth in such case made and provided, as appears from the certificate of the President, Treasurer and Executive Beard of said corporation, duly approved by the Commissioner of Corporations, and recorded in this office:

Now, therefore, I, Henry B. Peirce, Secretary of the Commonwealth of Massachusetts, do hereby certify that said Justin Winsor, C. A. Cutter, Samuel S. Green, James L. Whitney, Melvil Dui, Fred B. Perkins and Thomas W. Bicknell, their associates and successors, are legally organized and established as, and are hereby made an existing corporation under the name of the American Library Association, with the powers, rights, and privileges, and subject to the limitations, duties, and restrictions, which by law appertain thereto.

Witness my official signature hereunto subscribed, and the seal of the Commonwealth of Massachusetts hereunto affixed this tenth day of December in the year of our Lord one thousand eight hundred and seventy-nine.

HENRY B. PEIRCE,  
Secretary of the Commonwealth.

# AMERICAN LIBRARY ASSOCIATION

Organized Oct. 6, 1876; Incorporated Dec. 10, 1879

The American Library Association is an organization of librarians, library trustees and others interested in libraries. It was founded in 1876 as the immediate result of a three days' conference held in connection with the Centennial exhibition.

## Its Purpose

To foster the development of libraries and promote the use of books.

To give through its Headquarters and committees advisory assistance to all who are interested in library establishment, extension and development.

To maintain an Employment Bureau which will serve librarians seeking positions, and libraries which need librarians and assistants.

To attract promising young men and women who have the necessary personal and educational qualifications, to library work as a profession.

To hold conferences for the discussion of library topics, and to publish the conference Papers and Proceedings for members of the Association.

To publish books, periodicals and pamphlets which will aid in the establishment of libraries, and which will aid trustees and librarians in rendering library service.

To raise the professional standards, dignify library service, and improve library salaries.

To assist in making books a vital, working, educational force in American life, and in making libraries easily accessible to all the people.

## Headquarters Office

The executive and publishing offices of the Association are at 78 East Washington Street, Chicago, on the second floor of the Chicago Public Library building. Members visiting Chicago may have their mail sent to this address and are cordially invited to use the office as headquarters.

## Change of Address

Any change of address or position should be reported promptly to the Headquarters Office.

## Membership and Dues

Any person or institution interested in library work may become a member. The annual dues are two dollars for individuals who receive the Bulletin (not including the Handbook and Proceedings) and four dollars for those who receive the Bulletin complete, including the Handbook and Proceedings. An entrance fee of one dollar must be paid by individuals upon joining or rejoining if membership has lapsed.

Institutional membership is five dollars per year.

Contributing members are persons, institutions or organizations paying twenty-five dollars annually.

Sustaining members are persons, institutions or organizations paying one hundred dollars or more annually.

On payment of fifty dollars any individual member may become a life member.

All applications for membership and remittances for dues should be sent to A. L. A. Headquarters.

## Benefits of Membership

Every member of the A. L. A. helps with personal influence and financial support to promote the development of libraries and the improvement of library service, by helping to carry on the work of a great international library organization.

All members have the privilege of voting at meetings, have the advantage of special travel and hotel rates at conferences and have their names and addresses printed in the Handbook.

Members also receive copies of the A. L. A. Bulletin as noted in the paragraphs above.

# CONSTITUTION OF THE AMERICAN LIBRARY ASSOCIATION

Adopted 1921

## Name

Sec. 1. The name of this body shall be the American Library Association.

## Object

Sec. 2. The object of the American Library Association shall be to promote library service and librarianship.

## Membership

Sec. 3. **Members.** Any person or institution interested in library work may become a member on paying the annual dues.

Sec. 4. **Honorary Members.** On nomination of the Council, honorary members may be elected by unanimous vote at any meeting of the Association.

Sec. 5. **Contributing and Sustaining Members.** Any person or institution eligible for or elected to membership may become a contributing or a sustaining member on payment of the required annual sums.

Sec. 6. **Life Members.** Any person eligible for or elected to membership may become a life member by paying the required amounts.

## Meetings

Sec. 7. **Annual Meetings.** There shall be an annual meeting of the Association at such place and time as may be determined by the Executive Board.

Sec. 8. **Special Meetings.** Special meetings of the Association may be called by the Executive Board, and shall be called by the president on request of fifty members of the Association. At least one month's notice shall be given, and only business specified in the call shall be transacted.

Sec. 9. **Votes by Institutional Members.** The vote of an institutional member shall be cast by the duly designated representative whose credentials are filed with the secretary. In the absence of such designation or of such delegate, the vote may be cast only by the chief executive officer of the institution.

Sec. 10. **Quorum.** Fifty members shall constitute a quorum.

## Management

Sec. 11. **Executive Board.** The administration of the affairs of the Association shall be vested in the Executive Board, which shall consist of the president, first vice-president, second vice-president, treasurer and eight other members. The members of the Executive Board, other than the president, the vice-presidents and the treasurer, shall be elected as hereafter specified. At the annual meeting of 1921 there shall be elected by ballot four persons to serve as new members of the Executive Board. Immediately after their election they shall divide themselves by lot into two equal classes, of which the terms of the first class shall expire three years later, and of the second class four years later. At each annual meeting thereafter two members shall be elected to the Executive Board to serve for four years.

Sec. 12. The Executive Board shall have power to fill all vacancies in office pro tempore, the person so elected by the Executive Board to serve only until the next annual meeting of the Association, except that in the case of the death, resignation or inability to serve of the president of the Association, the ranking vice-president shall become president. The election of a member of the Executive Board to the office of president, vice-president or treasurer shall create a vacancy in the Board.

Sec. 13. Meetings of the Executive Board may be called by the President at such times and places as he may designate, and shall be called upon request of a majority of the Board.

Sec. 14. **Quorum.** A majority shall constitute a quorum of the Executive Board.

Sec. 15. **Finance Committee.** There shall be a finance committee of three, the chairman of which shall be chosen from

the Executive Board. The finance committee shall prepare annual and supplementary budgets, within which appropriations shall be made by the Executive Board, and no expense shall be incurred in behalf of the Association by any officer or committee in excess of the authorized appropriation. The finance committee shall audit the accounts of the secretary, treasurer, trustees of the endowment fund, treasurer of the Publishing Board and all other accounts, and report to the Association at the annual meeting.

**Sec. 16. Policy.** No question involving the policy of the Association as such shall be voted upon by the Association until said question has been referred to the council, and a report thereon made by the Council to the Association; but the Council shall make a report upon every question so referred to it not later than at the next session of the Association held after such reference.

**Sec. 17. Votes by Correspondence.** Approval in writing by a majority of a board or committee shall have the force of a vote, if conducted under the conditions specified in the by-laws.

#### Officers and Committees

**Sec. 18.** The officers of the Association shall be a president, first and second vice-presidents, secretary, treasurer, and assistant treasurer. The president, vice-presidents and treasurer shall be elected at each annual meeting of the Association. The secretary and assistant treasurer, who shall be a trust company, shall be chosen by the Executive Board, shall hold office at its pleasure, and receive such salaries as it shall fix.

**Sec. 19. Officers.** The president, vice-presidents, secretary, treasurer, and assistant treasurer, shall perform the duties usually pertaining to their respective offices.

**Sec. 20.** The Executive Board shall appoint all other officers and standing committees of the Association and shall fix the salaries of all paid officers and employees.

**Sec. 21. Terms of Office.** All officers and all elected members of the Executive Board shall serve until the adjournment of the meeting at which their successors are chosen.

#### Council

**Sec. 22. Membership.** The Council shall consist of the Executive Board, all ex-presidents of the Association who continue as members thereof, all presidents of affiliated societies, fifty members elected by the Association at large, and one member from each state, provincial, or regional library association or club which complies with the conditions for such representation set forth in the by-laws. The elected members shall be chosen, ten each year, by the Association, to hold office for five years.

**Sec. 23. Meetings.** The Council shall hold at least two meetings a year, one of which shall be at the time and place of the annual meeting of the Association. Other meetings may be called by the President and shall be called upon request of twenty members. Twenty members shall constitute a quorum of the Council.

**Sec. 24. Duties.** The Council shall consider and discuss library questions of professional and public interest, and shall from time to time issue reports thereon; and it may by a two-thirds vote adopt resolutions on these or any other matters of library policy or practice; and no such resolutions other than votes of thanks shall be adopted without such reference.

#### Endowment Funds

**Sec. 25.** All receipts from life memberships and all gifts for general endowment purposes, shall constitute an endowment fund, which shall be invested and the principal kept forever inviolate. Gifts for special purposes accepted by the Association shall be kept in separate funds which shall be invested and kept inviolate. The interest shall be expended as the Executive Board may direct, in accordance with any conditions made by the donors and in consonance with the ap-

proved policy of the Association. The endowment fund shall be in the custody of three trustees, one of whom shall be elected by ballot at each annual meeting, to hold office for three years from the date of his election and until his successor shall be elected. No money from the endowment fund shall be invested or expended except on check signed by a majority of the trustees.

#### Affiliated Organizations

Sec. 26. The Council may by vote affiliate with the American Library Association any national society having purposes similar to those of the American Library Association. The dues of affiliated societies shall be based upon the number of its members who are not also members of the American Library Association as specified in the by-laws.

#### By-Laws

Sec. 27. By-laws may be adopted and amended by vote of the Association upon recommendation of the Executive Board or Council or of a special committee appointed by the Association to report thereon. Any by-law may be suspended by a three-fourths vote of those present and voting at any meeting of the Association.

#### Amendments

Sec. 28. This Constitution may be amended by a three-fourths vote of those present and voting at two successive annual meetings of the Association, provided that notice of the proposed amendments be sent to each member of the Association at least one month before final adoption.

#### BY-LAWS

Adopted 1921

#### Dues

Sec. 1. Annual Dues. (a) The annual membership dues of the Association for individuals receiving the A. L. A. Bulletin, except the Handbook and the Proceedings, shall be two dollars; for libraries and other institutions, five dollars, including the Bulletin, the Handbook and the Pro-

ceedings. For all new members of the Association and all who rejoin after a lapse in membership, there shall be an initiation fee of one dollar. For all members of the Association attending any regular conference, except those members who have paid an initiation fee in the current year, there shall be a registration fee of one dollar. The Executive Board shall fix the annual dues of individual members receiving the Handbook and Proceedings.

(b) On payment of twenty-five dollars annually, any person, institution or organization eligible for or elected to membership may become a contributing member; on payment of one hundred dollars or more annually, any such person, institution or organization may become a sustaining member. Such members shall receive the Bulletin including the Handbook and the Proceedings.

Sec. 2. Life Members. On payment of fifty dollars, any individual member may become a life member. Such members shall receive the Bulletin including the Handbook and the Proceedings.

Sec. 3. Affiliated Societies. The annual dues of affiliated societies shall be ten cents per capita for all members who are not members of the American Library Association.

Sec. 4. Chapter Dues. Annual dues for each chapter shall be five dollars, and five cents for each member of the chapter in excess of fifty.

Sec. 5. Unpaid Dues. Members whose dues are unpaid on July 1 of each year and who shall continue such delinquency for one month after notice of the same has been sent by the treasurer, shall be dropped from membership.

Sec. 6. New Members. Each new member shall be assigned a consecutive number in the order of joining and paying dues. A delinquent member rejoining and paying his arrears of annual dues shall receive his original number.

Sec. 7. Fiscal Year. The fiscal year of the Association shall be the calendar year.

**Nominations and Elections**

Sec. 8. (a) At least six months prior to the regular meeting of the Association the Executive Board shall appoint a committee of five, no one of whom shall be a member of the Board, to nominate at least three candidates for each elective position to be filled.

(b) The report of the nominating committee shall be published in the Bulletin at least three months prior to the regular meeting of the Association, and shall place such nominations before the Association on a printed ballot which shall be known as the "Official Ballot." The nominating committee shall also include on such ballot other nominations filed with the secretary by any fifteen members of the Association at least two months before the regular meeting.

(c) At least six weeks prior to the regular meeting, the secretary shall mail a copy of the ballot to each of the members of the Association. Ballots shall be marked and returned to the secretary in sealed envelopes bearing on the outside the name and address of the member voting, together with the words "Official Ballot."

(d) The secretary shall check on a list of members the names of all members whose votes are received, but ballots shall not be opened until after balloting at the regular meeting. Election shall be held at the regular meeting, at which ballots may be cast by any members in attendance whose ballots by mail have not already been received and checked. The candidate receiving the largest number of votes shall be elected. In case of a tie vote the successful candidate shall be determined by lot.

(e) The position and residence of each nominee shall be given on the Official Ballot.

**State Representation in Council**

Sec. 9. Each state, provincial, territorial association (or any association covering two or more such geographical divisions not having separate associations)

which shall, according to the provisions of the by-laws of the Association, become a chapter of the A. L. A. shall be entitled to one delegate in the A. L. A. Council.

Delegates shall be elected at meetings of the chapters, by the members of the chapter, to become members of the Council to serve until the next election of officers of the Association. Terms of delegates shall be coextensive with the term of the president of the Association.

Delegates before exercising the privileges of membership in the Council shall file with the secretary of the Association satisfactory credentials of qualification.

Sec. 10. There shall be at least two meetings of the Council annually.

**Chapters**

Sec. 11. State, territorial or regional chapters of the American Library Association may be established by the Council at the written request of ten members of the A. L. A. residing in the territory within which the chapter is desired.

Chapters may adopt their own constitution and by-laws if they are harmonious with the Constitution and By-Laws of the A. L. A.

Chapters may admit members who are not members of the A. L. A. These members shall not be counted in determining the apportionment of delegates to the A. L. A. Council.

A member of the A. L. A. who is also a member of more than one state or territorial chapter shall be accredited only to the chapter in the state in which he resides.

Local chapters may be authorized by the Council but such chapters shall not have representation in the Council.

Chapters may be dissolved by the Council for good and sufficient reasons, and shall be dissolved if the chapter becomes inactive or the membership becomes less than the required minimum.

**Sections**

Sec. 12. Petitions for the establishment of sections shall be presented only by

members actively engaged in the work of the proposed section and by not less than twenty-five such members. Before such a petition be granted by the Council, it shall be referred to a special committee, to be appointed by the president, which shall investigate and report to the Council as to the desirability of such section. The Council shall have power to discontinue a section when in the opinion of the Council, the usefulness of that section has ceased.

Sec. 13. Sections may, if they so elect, charge annual dues, limit their own membership, issue publications, and in general carry on activities along the line of their own interest, accounting for their own funds solely to their own members.

Sec. 14. No authority is granted any section to incur expense on behalf of the Association or to commit the Association as such by any declaration of policy.

Sec. 15. Provision shall be made by the Executive Board for sessions of the various sections at regular meetings of the Association, and the programs for the same shall be prepared by the officers of sections in consultation with the program committee. Sessions of sections shall be open to any member of the Association but no person may vote in any section unless registered as a member of the same. The registered members of each section shall, at the final session of each annual meeting, choose officers to serve until the close of the next annual meeting.

Sec. 16. There shall be a standing committee of the Council consisting of four members, the chairman of which shall be the president of the Association, one member to be appointed each year by the president of the Association to serve for three years. The committee shall prepare outlines of matters for discussion at Council meetings, and shall mail them to the Council in advance of the meetings.

#### Publications

Sec. 17. The Executive Board shall administer all publishing activities of the Association. It shall appoint annually an editorial committee of five members of the Association, who are not employees thereof, to advise upon material for publication. The members thereof shall serve until their successors are appointed. The Executive Board shall make an annual report to the Association on its publishing activities.

#### Committees

Sec. 18. There shall be a committee on committees, which, after conference with the president, shall recommend to the Executive Board the appointment or discontinuance of such committees, other than those provided by the Constitution and By-Laws, as the needs of the Association may require. The Committee on Committees shall define the duties of all committees so to be appointed. All committees shall be appointed annually and their members shall hold office until their successors are qualified or the committee is discontinued.

Sec. 19. The Executive Board shall at each annual meeting of the Association appoint a committee of three on resolutions, which shall prepare and report to the Association suitable resolutions.

#### Votes by Correspondence

Sec. 20. Approval in writing by a majority of a board or committee shall have the force of a vote, provided not more than one member expresses dissent. If one member dissents, the vote shall not be effective until such member has had opportunity to communicate his views to the other members, and a second vote has been taken. If two members on the second mail vote dissent, the action shall fail.

#### Privileges of Membership

Sec. 21. The privileges and advantages

of the A. L. A. conferences shall be available only to those holding personal membership or representing institutional membership in the Association or to members of affiliated societies.

#### Regional Meetings

Sec. 22. The Executive Board may arrange for regional meetings to include such chapters or library associations as it sees fit to group.

## MEMBERSHIPS CLASSIFIED

### MEMBERSHIP BY POSITION

Institutional Members .....	603
Affiliated State Associations.....	27
Trustees .....	160
Library Commissions .....	39
Chief Librarians .....	1593
Heads of Departments and Branch Librarians.....	669
Assistants .....	1617
Library School Instructors.....	50
Library School Students.....	35
Editors .....	22
Commercial Agents .....	87
Others .....	378
 Total .....	 5307

## MEMBERSHIP BY STATES

	1919	1920	1921		1919	1920	1921
Alabama .....	27	38	48	West Virginia .....	6	7	8
Arizona .....	9	8	10	Wisconsin .....	115	124	133
Arkansas .....	9	10	12	Wyoming .....	8	11	11
California .....	175	208	234	Canada .....	24	46	48
Colorado .....	52	75	69	Alberta .....	2	5	7
Connecticut .....	113	112	131	British Columbia .....	3	4	6
Delaware .....	19	13	13	Manitoba .....	1	3	3
District of Columbia .....	157	132	151	New Brunswick .....	1	2	2
Florida .....	16	15	17	Nova Scotia .....	1	3	1
Georgia .....	39	41	34	Ontario .....	14	21	27
Idaho .....	7	13	11	Prince Edward Island .....	0	0	1
Illinois .....	325	378	396	Quebec .....	1	7	11
Indiana .....	160	182	211	Saskatchewan .....	1	1	1
Iowa .....	85	93	120	Total .....	4114	4397	
Kansas .....	44	45	58	FOREIGN			
Kentucky .....	29	38	38	(Including U. S. Dependencies)			
Louisiana .....	8	11	13	Alaska .....	0	0	0
Maine .....	28	29	40	Australia .....	3	3	4
Maryland .....	40	43	49	Canal Zone .....	4	3	3
Massachusetts .....	336	335	518	China .....	6	7	11
Michigan .....	196	226	263	Cuba .....	0	2	3
Minnesota .....	92	134	191	Denmark .....	1	1	1
Mississippi .....	5	6	6	England .....	8	7	8
Missouri .....	91	101	173	Finland .....	1	1	1
Montana .....	19	19	25	France .....	6	6	7
Nebraska .....	27	42	51	Germany .....	0	1	2
Nevada .....	1	1	2	Hawaii .....	7	8	10
New Hampshire .....	45	42	51	Holland .....	1	1	1
New Jersey .....	151	149	165	India .....	5	5	5
New Mexico .....	2	5	4	Japan .....	3	3	3
New York .....	685	678	748	New Zealand .....	2	2	1
North Carolina .....	21	23	29	Norway .....	2	0	2
North Dakota .....	20	24	24	Philippine Islands .....	10	9	5
Ohio .....	235	254	333	Porto Rico .....	1	1	2
Oklahoma .....	23	26	39	Russia .....	0	1	0
Oregon .....	85	78	78	Scotland .....	1	1	1
Pennsylvania .....	245	259	269	South America .....	0	2	1
Rhode Island .....	45	42	73	Sweden .....	1	1	2
South Carolina .....	17	13	10	Turkey .....	0	0	3
South Dakota .....	17	21	22	Switzerland .....	0	0	1
Tennessee .....	30	30	31	Union of South Africa .....	2	2	2
Texas .....	65	62	68	Grand Total .....	4178	4464	5307
Utah .....	14	13	12				
Vermont .....	22	22	31				
Virginia .....	29	20	37				
Washington .....	101	100	104				

## MEMBERSHIP BY CLASSES

	1919	1920	1921
Honorary Members .....	4	3	3
Life Fellows .....	2	2	2
Life Members .....	141	150	169
Perpetual Members .....	3	3	3
Institutional Members .....	547	580	573
Affiliated State Associations .....	24	27	27
Annual Members .....	3457	3699	4530
Total .....	4178	4464	5307

## PAST MEETINGS AND ATTENDANCE

Date	Place	Attendance	Nos. in order Membership of joining	Total Mem- ber- ship
1876, Oct. 4-6.....	Philadelphia .....	103	1- 69	
1877, Sept. 4-6.....	New York .....	66	70- 122	
1877, Oct. 2-5.....	London (international) .....	21		
1878 .....	No meeting .....		123- 196	
1879, June 30-July 2..	Boston .....	162	197- 385	
1880 .....	No meeting .....		386- 397	
1881, Feb. 9-12.....	Washington .....	70	398- 413	
1882, May 24-27.....	Cincinnati .....	47	414- 454	
1883, Aug. 14-17.....	Buffalo .....	72	455- 470	
1884 .....	No meeting .....		471- 476	
1885, Sept. 8-11.....	Lake George, N. Y. ....	87	477- 513	
1886, July 7-10.....	Milwaukee .....	133	514- 594	
1887, Aug. 30-Sept. 2.	Thousand Islands, N. Y. ....	186	595- 700	
1888, Sept. 25-28.....	Catskill Mts., N. Y. ....	32	701- 725	
1889, May 8-11.....	St. Louis .....	106	726- 771	
1890, Sept. 9-13.....	Fabyans (White Mts.) .....	242	772- 884	
1891, Oct. 12-16.....	San Francisco .....	83	885- 939	
1892, May 16-21.....	Lakewood, Baltimore, Washington .....	260	940- 1081	
1893, July 13-22.....	Chicago .....	311	1082- 1230	
1894, Sept. 17-22.....	Lake Placid, N. Y. ....	205	1231- 1315	
1895, Aug. 13-21.....	Denver and Colorado Springs....	147	1316- 1377	
1896, Sept. 1-8.....	Cleveland .....	363	1378- 1550	
1897, June 21-25.....	Philadelphia .....	315	1551- 1684	
1897, July 13-16.....	London (international) .....	94		
1898, July 5-9.....	Lakewood-on-Chautauqua .....	494	1685- 1825	
1899, May 9-13.....	Atlanta, Ga. ....	215	1826- 1908	
1900, June 6-12.....	Montreal, Canada .....	452	1909- 2116	
1901, July 3-10.....	Waukesha, Wis. ....	460	2117- 2390	
1902; June 14-20.....	Boston and Magnolia, Mass. ....	1018	2391- 2735	
1903, June 22-27.....	Niagara .....	684	2736- 2975	
1904, Oct. 17-22.....	St. Louis .....	577	2976- 3239	
1905, July 4-8.....	Portland, Ore. ....	359	3240- 3497	
1906, June 29-July 6..	Narragansett Pier, R. I. ....	891	3498- 3979	
1907, May 23-29.....	Asheville, N. C. ....	478	3980- 4325	1808
1908, June 22-27.....	Minnetonka, Minn. ....	658	4326- 4557	1907
1909, June 28-July 3..	Bretton Woods, N. H. ....	620	4558- 4704	1835
1910, June 30-July 6..	Mackinac Island, Mich. ....	533	4705- 5010	2005
1910, Aug. 28-31.....	Brussels (international) .....	46		
1911, May 18-24.....	Pasadena, Calif. ....	582	5011- 5217	2046
1912, June 26-July 2..	Ottawa, Canada .....	704	5218- 5628	2365
1913, June 23-28.....	Kaaterskill, N. Y. ....	892	5629- 6018	2563
1914, May 25-29.....	Washington, D. C. ....	1366	6019- 6486	2905
1915, June 3-9.....	Berkeley, Calif. ....	779	6487- 6862	3024
1916, June 26-July 1..	Asbury Park, N. J. ....	1386	6863- 7260	3188
1917, June 21-27.....	Louisville, Ky. ....	824	7261- 7622	3346
1918, July 1-6.....	Saratoga Springs, N. Y. ....	620	7623- 7927	3380
1919, June 23-27.....	Asbury Park, N. J. ....	1168	7928- 8843	4178
1920, June 2-7.....	Colorado Springs .....	553	8844- 9394	4464
1921, June 20-25.....	Swampscott, Mass. ....	1899	9395-10429	5307

# HONOR ROLL OF ATTENDANCE AT CONFERENCES COMPILED BY MRS. HENRY JAMES CARR

For earlier honor rolls and other statistics, see *Library Journal*, 1892 Conference, p. 24, vol. 23, pp. 238-9; and previous Handbooks.

The following members have attended the number of Conferences indicated:

37 Henry James Carr.  
33 Mrs. Henry James Carr.  
31 Frank Pierce Hill.  
30 Mary Eileen Ahern.  
29 Clement W. Andrews, Richard R. Bowker, George E. Wire.  
28 Frederick Winthrop Faxon.  
26 Mrs. Alice G. Evans, Thomas Lynch Montgomery.  
25 Melvil Dewey, Bernard C. Steiner.  
24 Tessa L. Kelso.  
23 John Cotton Dana, Gardner M. Jones, Ernest C. Richardson.  
22 Nina E. Browne, Josephine A. Rathbone, W. T. Peoples, James I. Wyer.  
21 Arthur E. Bostwick, Johnson Brigham, Linda A. Eastman, William E. Foster, George S. Godard, Herbert Putnam, Willis K. Stetson, Purd B. Wright.  
20 George F. Bowerman.  
19 Walter S. Biscoe, C. H. Hastings, Caroline M. Hewins, Alice S. Tyler.  
18 Edwin H. Anderson, Walter L. Brown, Mrs. Elizabeth Claypool Earl, Franklin O. Poole, Samuel H. Ranck, Edith Tobitt, Sula Wagner, Hiller C. Wellman.  
17 Mrs. H. L. Elmendorf, Marilla W. Freeman, J. C. M. Hanson, Mary Emogene Hazelton, Washington T. Porter, Caroline M. Underhill, George B. Utley, Lizzie A. Williams.  
16 Arthur L. Bailey, William Warner Bishop, Eliza G. Browning, Electra C. Doren, Mary E. Downey, Mrs. Salome Cutler Fairchild, Jane P. Hubbell, William C. Lane, Frank C. Patten, Mary E. Robbins, Carl B. Roden, Bessie Sargent Smith, Lutie E. Stearns, Halsey W. Wilson, F. Mabel Winchell, William F. Yust.  
15 William Beer, Edith E. Clarke, George Watson Cole, Mrs. Emma R. Neisser Delfino, Mrs. Frederick W. Faxon, Caroline H. Garland, Alfred Hafner, N. D. C. Hodges, Judson T. Jennings, R. H. Johnston, Azariah S. Root, Abby L. Sargent, Willis F. Sewall, A. J. Small, Rose G. Stewart, Adam Strohm, Mrs. Jessie Palmer Weber.  
14 John R. Anderson, Anna R. Dougherty, Harrison L. Craver, William R. Eastman, Irene A. Hackett, Chalmers Hadley, Andrew Keogh, George Winthrop Lee, B. Pickman Mann, Margaret Mann, Harriet L. Matthews, Effie L. Power, Mrs. George B. Utley, Beatrice Winser.  
13 Clara F. Baldwin, Robert P. Bliss, Herbert O. Brigham, Cedric Chivers, Theodore L. Cole, Gratia A. Countryman, Emma R. Engle, Frank B. Gay, James T. Gerould, Sarah E. Goding, Helen E. Haines, Adelaide R. Hasse, Theresa Hitchler, Jessie F. Hume, Carl H. Milam, Charles Alexander Nelson, W. C. Rowell, Mary L. Titcomb, Adelaide Underhill, Peter Wolter.  
12 Mrs. Rena M. Barickman, Silas H. Berry, Mrs. R. R. Bowker, Charles H. Brown, Demarchus C. Brown, Frances E. Earhart, Mary P. Farr, E. A. Feazel, Jennie D. Fellows, J. LeRoy Harrison, W. E. Henry, Luther E. Hewitt, Anna G. Hubbard, W. Dawson Johnston, Willis Holmes Kerr, Theodore W. Koch, Isabel E. Lord, Charles Martel, May Massee, Annie Carroll Moore, Glen Parker, Katharine Patten, John F. Phelan, Anna May Price, Charles E. Rush Thorvald Solberg, Helen Sperry, Elizabeth E. Wales.  
11 Sarah B. Askew, Emma V. Baldwin, Claribel Ruth Barnett, Mrs. Melvil Dewey, June R. Donnelly, Miriam S. Draper, Julia E. Elliott, Franklin F. Hopper, Henry R. Hunting, Mrs. Gardner M. Jones, Mary L. Jones, A. G. S. Josephson, Minnie M. Kohler, Ella M. McLoney, Andrew H. Mettee, Herman H. B. Meyer, Lyman P. Osborn, Edith A. Phelps, Nina K. Preston, Flora B. Roberts, Rev. L. M. Robinson, Grace D. Rose, William F. Sanborn, Mary S. Saxe, Mrs. Laura Speck, Elizabeth P. Thurston, William R. Watson, Frank H. Whitmore, Mrs. George E. Wire, Malcolm G. Wyer.  
10 Willard Austen, Sarah C. N. Bogle, Edna D. Bullock, Edith H. Cobb, Mrs. D. P. Corey, Georgia S. Davis, Olin S. Davis, Asa Don Dickinson, Matthew S. Dudgeon, Josephine E. Durham, Elizabeth L. Foote, Eva M. Ford, Charlotte H. Foye, Mary Francis, Laura R. Gibbs, Harriet B. Gooch, Frederick C. Hicks, Clara W. Hunt, George Iles, LeRoy Jeffers, Ada Alice Jones, Grace F. Leonard, Ethel F. McCullough, Mary Medlicott, Isadore G. Mudge, Florence Overton, Henry N. Sanborn, George Thomas Settle, Robert K. Shaw, Frances Simpson, Charles E. Wright.

## PAST OFFICERS

The following tabulation of officers of the American Library Association has been compiled by Mrs. Henry J. Carr. For additional particulars see Library Journal, vol. 23: 569-570, 614-615, 660-661.

PRESIDENTS	Year
Justin Winsor <sup>1</sup> .....	1876-85
William Frederick Poole <sup>2</sup> .....	1885-87
Charles Ammi Cutter <sup>3</sup> .....	1887-89
Frederick Morgan Crunden <sup>4</sup> .....	1889-90
Melvil Dewey .....	1890-July, 1891
Samuel Swett Green <sup>13</sup> .....	July-Nov., 1891
William Isaac Fletcher <sup>10</sup> .....	1891-92
Melvil Dewey .....	1892-93
Josephus Nelson Larned <sup>5</sup> .....	1893-94
Henry Munson Utley <sup>9</sup> .....	1894-95
John Cotton Dana .....	1895-96
William Howard Brett <sup>12</sup> .....	1896-97
Justin Winsor <sup>1</sup> .....	July-Oct., 1897
Herbert Putnam .....	Jan.-Aug., 1898
William Coolidge Lane .....	1898-99
Reuben Gold Thwaites <sup>7</sup> .....	1899-1900
Henry James Carr .....	1900-01
John Shaw Billings <sup>6</sup> .....	1901-02
James Kendall Hosmer .....	1902-03
Herbert Putnam .....	1903-04
Ernest Cushing Richardson .....	1904-05
Frank Pierce Hill .....	1905-06
Clement Walker Andrews .....	1906-07
Arthur Elmore Bostwick .....	1907-08
Charles Henry Gould <sup>14</sup> .....	1908-09
Nathaniel Dana Carlile Hodges .....	1909-10
James Ingersoll Wyer .....	1910-11
Mrs. Theresa West Elmendorf .....	1911-12
Henry Eduard Legler <sup>11</sup> .....	1912-13
Edwin Hatfield Anderson .....	1913-14
Hiller Crowell Wellman .....	1914-15
Mary Wright Plummer <sup>8</sup> .....	1915-16
Walter Lewis Brown .....	1916-17
Thomas Lynch Montgomery .....	1917-18
William Warner Bishop .....	1918-19
Chalmers Hadley .....	1919-20
Alice S. Tyler .....	1920-21
Azariah Smith Root .....	1921-

<sup>1</sup>Died Oct. 22, 1897.

<sup>2</sup>Died March 1, 1894.

<sup>3</sup>Died Sept. 8, 1903.

<sup>4</sup>Died Oct. 28, 1911.

<sup>5</sup>Died Aug. 15, 1913.

<sup>6</sup>Died March 11, 1913.

<sup>7</sup>Died Oct. 22, 1913.

<sup>8</sup>Died Sept. 21, 1916.

<sup>9</sup>Died Feb. 16, 1917.

<sup>10</sup>Died June 16, 1917.

<sup>11</sup>Died Sept. 13, 1917.

<sup>12</sup>Died Aug. 24, 1918.

<sup>13</sup>Died Dec. 8, 1918.

<sup>14</sup>Died July 30, 1919.

Presided at the following conferences:

Philadelphia; New York; Boston; Washington; Cincinnati; Buffalo; Lake George. Milwaukee; Thousand Islands. Catskill Mts.; St. Louis. Fabyans (White Mountains).

San Francisco. Lakewood, N. J.; Baltimore and Washington.

Chicago. Lake Placid, N. Y. Denver. Cleveland. Philadelphia.

Lakewood (Chautauqua), N. Y. Atlanta.

Montreal. Waukesha, Wis. Boston and Magnolia, Mass. Niagara Falls.

St. Louis. Portland, Ore. Narragansett Pier, R. I. Asheville, N. C.

Lake Minnetonka, Minn. Bretton Woods, N. H. Mackinac Island, Mich.

Pasadena, Calif.\* Ottawa, Canada.

Kaaterskill, N. Y. Washington, D. C.

Berkeley, Calif. Asbury Park, N. J.\*\* Louisville, Ky.

Saratoga Springs, N. Y. Asbury Park, N. J.

Colorado Springs, Colo.

Swampscott, Mass.

\*President absent. General sessions presided over by ex-presidents Green, Hill, Carr, Andrews, Bostwick and ex-vice-president Alice S. Tyler.

\*\*President absent. General sessions presided over by vice-presidents Brown and Hadley.

**SECRETARIES**

Melvil Dewey, 1876-90.  
 William E. Parker and Mary Salome Cutler, 1890-July 1891.  
 Frank Pierce Hill, 1891-95.  
 Henry Livingston Elmendorf, 1895-96.  
 Rutherford Platt Hayes, 1896-97.  
 Melvil Dewey, 1897-98.  
 Henry James Carr, 1898-1900.  
 Frederick Winthrop Faxon, 1900-02.  
 James Ingersoll Wyer, 1902-09.  
 (Edward Clarence Hovey, Executive Officer, 1905-07.)  
 Chalmers Hadley, 1909-11.  
 George Burwell Utley, 1911-April 15, 1920.  
 Carl H. Milam, April 15, 1920.

**RECORDERS**

Ernest Cushing Richardson, 1887-89.  
 George Thomas Little, 1889-92.  
 Henry Munson Utley, 1892-93.  
 Henry James Carr, 1893-95.  
 Charles Alexander Nelson, 1895-96.  
 Gardner Maynard Jones, 1896-97.  
 Helen Elizabeth Haines, 1897-1907.  
 Lutie Eugenia Stearns, 1907-08.  
 Mary Eileen Ahern, 1908.  
 Alice Bertha Kroeger, 1908-09.

**REGISTRAR**

Nina E. Browne, 1889-1909.

**TREASURERS**

Melvil Dewey, Oct. 1876-April 1877.  
 Charles Evans, April 1877-Sept. 1878.  
 Melvil Dewey, 1897-98.  
 Frederick Jackson, April 1879-July 1880.  
 Melvil Dewey, July 1880-Dec. 1880; Chairman Finance Committee, Dec. 1880-March 1881.  
 Frederick Jackson, March 1881-May 1882; Chairman Finance Committee, May 1882-Sept. 1882.  
 James Lyman Whitney, Sept. 1882-Oct. 1886.  
 Henry James Carr, Oct. 1886-Sept. 1893.  
 George Watson Cole, Sept. 1893-Aug. 1895.  
 Edwin Hatfield Anderson, Aug. 1895-Aug. 1896.  
 George Watson Cole, Sept.-Nov. 1896.  
 Charles Knowles Bolton, Dec. 1896-June 1897.  
 Gardner Maynard Jones, June 1897-Sept. 1906.  
 George Franklin Bowerman, Sept. 1906-Aug. 1907.  
 Anderson Hoyt Hopkins, Aug. 1907-July 1908.  
 Purd B. Wright, July 1908-Jan. 1910.  
 Carl B. Roden, Jan. 1910-March 1920.  
 Edward D. Tweedell, April, 1920-

## OFFICERS, 1921-1922

### President

Azariah S. Root, Oberlin College Library, Oberlin, Ohio

### First Vice-President

Samuel H. Ranck, Public Library, Grand Rapids, Mich.

### Second Vice-President

Claribel R. Barnett, U. S. Department of Agriculture Library, Washington, D. C.

### Treasurer

Edward D. Tweedell, The John Crerar Library, Chicago, Ill.

### Executive Board

The president, vice-presidents, treasurer and eight other members as follows:

#### *For term expiring 1922*

John Cotton Dana, Free Public Library, Newark, N. J.

Edith Tobbitt, Public Library, Omaha, Neb.

#### *For term expiring 1923*

Margaret Mann, United Engineering Societies Library, New York, N. Y.

(Appointed to fill vacancy for one year.)

George B. Utley, Newberry Library, Chicago, Ill.

#### *For term expiring 1924*

Gratia A. Countryman, Public Library, Minneapolis, Minn.

George S. Godard, Connecticut State Library, Hartford, Conn.

#### *For term expiring 1925*

H. H. B. Meyer, Library of Congress, Washington, D. C.

Carl B. Roden, Public Library, Chicago, Ill.

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### Secretary

Carl H. Milam, 78 East Washington St., Chicago, Ill.

### Trustees of Endowment Fund

E. W. Sheldon, New York. (Term expires 1922.)

W. W. Appleton, New York. (Term expires 1923.)

J. Randolph Coolidge, Boston, Mass. (Term expires 1924.)

# COUNCIL OF THE AMERICAN LIBRARY ASSOCIATION

1921-1922

## The Executive Board

Azariah S. Root, Oberlin College Library,  
Oberlin, Ohio.

Samuel H. Ranck, Public Library, Grand  
Rapids, Mich.

Claribel R. Barnett, U. S. Department of  
Agriculture Library, Washington, D. C.

Edward D. Tweedell, The John Crerar Li-  
brary, Chicago, Ill.

John Cotton Dana, Free Public Library,  
Newark, N. J.

Edith Tobitt, Public Library, Omaha, Neb.

Margaret Mann, United Engineering So-  
cieties Library, New York, N. Y.

George B. Utley, Newberry Library, Chi-  
cago, Ill.

Gratia A. Countryman, Public Library,  
Minneapolis, Minn.

George S. Goddard, Connecticut State Li-  
brary, Hartford, Conn.

H. H. B. Meyer, Library of Congress,  
Washington, D. C.

Carl B. Roden, Public Library, Chicago, Ill.

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N. J.

Herbert Putnam, Library of Congress,  
Washington, D. C.

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Cambridge, Mass.

H. J. Carr, Public Library, Scranton, Pa.

E. C. Richardson, Princeton University  
Library, Princeton, N. J.

F. P. Hill, Public Library, Brooklyn, N. Y.

C. W. Andrews, The John Crerar Library,  
Chicago, Ill.

A. E. Bostwick, Public Library, St. Louis,  
Mo.

N. D. C. Hodges, Public Library, Cincin-  
nati, Ohio.

J. I. Wyer, State Library, Albany, N. Y.

Mrs. H. L. Elmendorf, Public Library, Buf-  
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E. H. Anderson, Public Library, New York  
City.

H. C. Wellman, City Library Association,  
Springfield, Mass.

Walter L. Brown, Public Library, Buffalo,  
N. Y.

Thomas L. Montgomery, Historical So-  
ciety of Pennsylvania, Philadelphia, Pa.

William Warner Bishop, University of  
Michigan Library, Ann Arbor, Mich.

Chalmers Hadley, Public Library, Denver,  
Colo.

Alice S. Tyler, Western Reserve Univer-  
sity Library School, Cleveland, Ohio.

## Presidents of National Affiliated Organiza- tions

John M. Hitt, National Association of  
State Libraries, State Library, Olympia,  
Wash.

Gilson G. Glasier, American Association  
of Law Libraries, Wisconsin State Li-  
brary, Madison, Wis.

Dorsey W. Hyde, Jr., Special Libraries As-  
sociation, Chamber of Commerce, Wash-  
ington, D. C.

William C. Watson, League of Library  
Commissions, State Department of Edu-  
cation, Albany, N. Y.

## Elected by the Association at Large

### *Term expires 1922*

Edna B. Pratt, Public Library, Passaic,  
N. J.

Louisa M. Hooper, Public Library, Brook-  
line, Mass.

Mary Emogene Hazeltine, University of  
Wisconsin Library School, Madison, Wis.

Willis K. Stetson, Free Public Library,  
New Haven, Conn.

Malcolm G. Wyer, University of Nebraska  
Library, Lincoln, Neb.

### *Term expires 1923*

W. Dawson Johnston, American Library in  
Paris, Inc., Paris, France.

Joseph L. Wheeler, Public Library,  
Youngstown, Ohio.

Mary G. Saxe, Public Library, Westmount,  
P. Q., Can.

Jessie Fremont Hume, Brooklyn, N. Y.

Henry N. Sanborn, Public Library, Bridge-  
port, Conn.

*Term expires 1924*

Miriam E. Carey, Minnesota State Board of Control, St. Paul, Minn.  
 Bessie Sargent Smith, Public Library, Cleveland, Ohio.  
 P. L. Windsor, University of Illinois Library, Urbana, Ill.  
 Lloyd W. Josselyn, Public Library, Birmingham, Ala.  
 C. C. Williamson, Rockefeller Foundation, New York City.

*Term expires 1925*

Mary Eileen Ahern, Editor, Public Libraries, Chicago, Ill.  
 W. O. Carson, Inspector of Libraries, Province of Ontario, Toronto, Can.  
 L. L. Dickerson, Adjutant General's Office, Washington, D. C.  
 C. F. D. Belden, Public Library, Boston, Mass.  
 Julia Ideson, Carnegie Library, Houston, Texas.

*Term expires 1926*

George H. Locke, Public Library, Toronto, Can.  
 Cornelia Marvin, Oregon State Library, Salem, Oregon.  
 Fannie C. Rawson, Kentucky Library Commission, Frankfort, Ky.  
 Robert K. Shaw, Free Public Library, Worcester, Mass.  
 Adam Strohm, Public Library, Detroit, Mich.  
 W. E. Henry, University of Washington Library, Seattle, Wash.  
 Margaret Mann, United Engineering Societies Library, New York City.  
 Laura Smith, Public Library, Cincinnati, Ohio.  
 Charles Martel, Library of Congress, Washington, D. C.  
 Julia A. Robinson, Iowa Library Commission, Des Moines, Ia.

**Elected by the Council***Term expires 1922*

George T. Settle, Free Public Library, Louisville, Ky.  
 Marilla W. Freeman, Harvard University Law Library, Cambridge, Mass.  
 George W. Fuller, Public Library, Spokane, Wash.

Frances E. Earhart, corps in, Seventh Corps Area, Ft. Crook, Neb.  
 Walter M. Smith, University of Wisconsin Library, Madison, Wis.

*Term expires 1923*

M. Llewellyn Raney, The Johns Hopkins University Library, Baltimore, Md.  
 Pauline McCauley, Morganfield, Ky.  
 Milton J. Ferguson, California State Library, Sacramento, Calif.  
 R. R. Bowker, *Library Journal*, 62 W. 45th St., New York City.

*Term expires 1924*

Clara F. Baldwin, Minnesota State Department of Education, Library Division, St. Paul, Minn.  
 June R. Donnelly, Simmons College Library, Boston, Mass.  
 Everett R. Perry, Public Library, Los Angeles, Calif.  
 Alice S. Tyler, Western Reserve University Library School, Cleveland, Ohio.  
 Purd B. Wright, Public Library, Kansas City, Mo.

*Term expires 1925*

Arthur L. Bailey, Wilmington Institute Free Library, Wilmington, Del.  
 John H. Leete, Carnegie Library, Pittsburgh, Pa.  
 Henry O. Severance, University of Missouri Library, Columbia, Mo.  
 Burton E. Stevenson, Chillicothe, Ohio.  
 Charlotte Templeton, Public Library Commission, Atlanta, Ga.

**Representatives of the Affiliated State Library Associations**

The library associations of the following states are now entitled to representation in the Council because they have been affiliated with the A. L. A. in accordance with the By-Laws: Alabama, California, Colorado, Connecticut, District of Columbia, Illinois, Indiana, Iowa, Kansas, Kentucky, Maine, Michigan, Minnesota, Missouri, Montana, Nebraska, New York, North Dakota, Ohio, Oklahoma, Pennsylvania, South Dakota, Tennessee, Texas, Utah, Wisconsin; also the Pacific Northwest Library Association. (See pages 292-294 for officers of these associations.)

## COMMITTEES, 1921-22

### Bookbinding

Mary E. Wheelock, Public Library, St. Louis, Mo., chairman.  
Earl Browning.  
Sarah L. Munson.

### Book Buying

M. L. Raney, Johns Hopkins University Library, Baltimore, Md., chairman.  
C. Tefft Hewitt.  
Purd B. Wright.

### Cataloging

W. W. Bishop, University of Michigan General Library, Ann Arbor, Mich., chairman.  
T. F. Currier.  
J. C. M. Hanson.  
Sophie K. Hiss.  
Theresa Hitchler.  
Harriet E. Howe.  
A. G. S. Josephson.  
Charles Martel.  
Axel Moth.

### Civil Service Relations

(Appointed by Council.)

George F. Bowerman, Public Library, Washington, D. C., chairman.  
C. F. D. Belden  
M. J. Ferguson.  
J. T. Jennings.  
Carl B. Roden  
P. L. Windsor.

### Committee on Committees

(Appointed by Council.)

Carl B. Roden, Public Library, Chicago, Ill., chairman.  
Chalmers Hadley.  
T. W. Koch.

### Constitution and By-Laws

Henry N. Sanborn, Public Library, Bridgeport, Conn., chairman.  
Matthew S. Dudgeon.  
Malcolm G. Wyer.

### Council Program

A. S. Root, Oberlin College Library, Oberlin, Ohio, chairman.  
S. H. Ranck. (1 year.)  
Bessie Sergeant Smith. (2 years.)  
C. F. D. Belden. (3 years.)

### Decimal Classification Advisory Committee

C. W. Andrews, John Crerar Library, Chicago, Ill., chairman.  
Corinne Bacon.  
W. S. Biscoe.  
Jennie D. Fellows.  
George W. Lee.  
Julia Pettee.  
Mary L. Sutliff.

### Editorial

Hiller C. Wellman, City Library Association, Springfield, Mass., chairman.  
Matthew S. Dudgeon.  
Josephine A. Rathbone.  
Carl B. Roden.  
George B. Utley.

### Education

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Harriet K. Avery.  
Duncan Burnet.  
C. C. Certain.  
Annie T. Eaton.  
Alice I. Hazeltine.  
A. D. Keator.  
Mary Lytle.  
Martha Pritchard.  
O. S. Rice.  
Mary E. Robbins.  
Sherman Williams.  
Adeline B. Zachert.

### Federal and State Relations

J. I. Wyer, N. Y. State Library, Albany, N. Y., chairman.  
Claribel R. Barnett.  
Johnson Brigham.  
Matthew S. Dudgeon.  
Edith Guerrier.  
H. H. B. Meyer.  
C. Seymour Thompson.  
Elizabeth H. West.  
Martha Wilson.

### Finance

George B. Utley, Newberry Library, Chicago, Ill., chairman.  
H. W. Craver.  
Carl B. Roden.

**Foreign Periodicals of the War Period**

H. M. Lydenberg, Public Library, New York City, chairman.  
Willard Austen.  
J. T. Gerould.

**Hispanic Countries**

Peter H. Goldsmith, 407 West 117th Street, New York City, chairman.  
Frederick C. Hicks.

**Institutional Libraries**

Miriam E. Carey, Minn. State Board of Control, St. Paul, Minn., chairman.  
F. W. Jenkins.  
E. Kathleen Jones.  
Harriet Leitch.  
Julia A. Robinson.  
Louise Singley.  
Clarence W. Sumner.  
Charlotte Templeton.  
Caroline Webster.  
Nellie Williams.

**International Relations**

Herbert Putnam, Library of Congress, Washington, D. C., chairman.  
E. H. Anderson.  
R. R. Bowker.  
W. N. C. Carlton.  
John Cotton Dana.  
T. W. Koch.  
George H. Locke.  
E. C. Richardson.

**Investigation of Manner in which Municipalities are Meeting Obligations to Donors**

Anna A. MacDonald, Pennsylvania State Library, Harrisburg, Pa., chairman.  
Linda A. Eastman.  
W. J. Hamilton.  
Joseph L. Wheeler.

**Joint Committee of Seven**

(With Special Libraries Association.)  
Samuel H. Ranck, Public Library, Grand Rapids, Mich., chairman.  
Alta B. Claffin.  
Elizabeth V. Dobbins.  
J. H. Friedel.  
Dorsey W. Hyde, Jr.  
William F. Jacob.  
Ellwood H. McClelland.

**Legislation**

(Appointed by Council.)  
W. F. Yust, Public Library, Rochester, N. Y., chairman.  
W. O. Carson.  
Mary E. Downey.  
M. J. Ferguson.  
W. J. Hamilton.  
John B. Kaiser.  
C. B. Lester.  
S. H. Ranck.  
Fannie C. Rawson.  
Mary U. Rothrock.  
C. P. P. Vitz.  
O. L. Wildermuth.

**Library Administration**

F. F. Hopper, Public Library, New York City, chairman.  
Jeannette M. Drake.  
Ethel F. McCollough.

**Library Co-operation with Other Countries**

W. W. Bishop, University of Michigan General Library, Ann Arbor, Mich., chairman.  
Alexander Calhoun.  
Katharine H. Wead.  
Sub-committees—

**Far East:**

Cornelia Marvin, Oregon State Library, Salem, Oregon, chairman.  
Children's Work in Other Countries:  
Annie Carroll Moore, Public Library, New York City, chairman.  
Jessie Carson.

**Library Revenues**

(Appointed by Council.)  
S. H. Ranck, Public Library, Grand Rapids, Mich., chairman.  
Sarah E. McCardle.  
Hiller C. Wellman.

**Library Service (Committee of Five)**

Arthur E. Bostwick, Public Library, St. Louis, Mo., chairman.  
Florence Overton.  
A. S. Root.  
Henry N. Sanborn.  
Bessie Sergeant Smith.

**Library Training**

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 W. W. Appleton.  
 Emma V. Baldwin.  
 Mary Emogene Hazeltine.  
 John A. Lowe.  
 Margaret Mann.  
 Effie L. Power.  
 Carrie E. Scott.  
 F. K. Walter.

**Library Workers Association**

Edith Tobitt, Public Library, Omaha, Neb., chairman.  
 June R. Donnelly.  
 Edna B. Pratt.

**Membership**

W. J. Hamilton, Indiana Public Library Commission, Indianapolis, Ind., chairman.  
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 Donald K. Campbell.  
 Lila May Chapman.  
 Isabella Cooper.  
 H. T. Dougherty.  
 Alice R. Eaton.  
 Alice G. Evans.  
 H. L. Hughes.  
 Clara W. Hunt.  
 Julia Ideson.  
 Sabra L. Nason.  
 Mrs. J. A. Thompson.

**National Certification and Training**

C. C. Williamson, Rockefeller Foundation, New York City, chairman.  
 J. F. Hosic.  
 Dorsey W. Hyde, Jr.  
 Cornelia Marvin.  
 Everett R. Perry.  
 Josephine A. Rathbone.  
 Julia A. Robinson.  
 P. L. Windsor.

**Nominating Committee**

Arthur E. Bostwick, Public Library, St. Louis, Mo., chairman.  
 Linda A. Eastman.  
 M. J. Ferguson.  
 Edna M. Sanderson.  
 Edward F. Stevens.

**Preparation of a Bibliography of Humanistic Literature**

(In conjunction with a committee from the American Association of University Professors.)

W. W. Bishop, University of Michigan General Library, Ann Arbor, Mich., chairman.  
 E. H. Anderson.  
 Andrew Keogh.  
 H. H. B. Meyer.

**Program**

A. S. Root, Oberlin College Library, Oberlin, Ohio, chairman.  
 S. H. Ranck.  
 Carl H. Milam.

**Public Documents**

H. H. B. Meyer, Library of Congress, Washington, D. C., chairman.  
 Tommie Dora Barker.  
 W. O. Carson.  
 Gratia A. Countryman.  
 Alice J. Haines.  
 Clarence B. Lester.  
 S. H. Ranck.

**Publicity**

W. H. Kerr, Kansas State Normal School Library, Emporia, Kan., chairman.  
 A. L. Bailey.  
 C. H. Compton.  
 M. J. Ferguson.  
 Mary Frank.  
 Elisabeth Knapp.  
 John H. Leete.  
 Paul M. Paine.  
 S. H. Ranck.  
 Charles E. Rush.  
 Ida F. Wright.

**Reciprocal Relations with Other National Organizations**

Clarence W. Sumner, Public Library, Sioux City, Iowa, chairman.  
 Paul M. Paine.  
 William Teal.

**Recruiting for Library Service**

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 Irving R. Bundy.

F. K. W. Drury.  
 Frances E. Earhart.  
 Alice M. Jordan.  
 Florence Overton.  
 Annie A. Pollard.  
 Ernest J. Reece.  
 Rena Reese.  
 Flora B. Roberts.  
 Grace D. Rose.  
 Charles H. Stone.  
 Althea Warren.

**Revision of Adams' Manual of Historical Literature**

A. H. Shearer, Grosvenor Library, Buffalo, N. Y., chairman.  
 H. H. B. Meyer.  
 C. W. Reeder.

**Sponsorship for Knowledge**

(Appointed by Council)

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 George H. Tripp.  
 Hiller C. Wellman.  
 Frank H. Whitmore.

**Standardization of Libraries**

(Appointed by Council)

P. L. Windsor, University of Illinois Library, Urbana, Ill., chairman.

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 Margaret Hickman.  
 Julia A. Robinson.  
 Mrs. Carl B. Roden.  
 Robert K. Shaw.  
 Asa Wynkoop.

**Transfer of Library War Service Activities**

H. H. B. Meyer, Library of Congress, Washington, D. C., chairman.  
 Claribel R. Barnett.  
 J. I. Wyer.  
 Carl H. Milam.

**Travel**

F. W. Faxon, 83 Francis Street, Boston, Mass., chairman.  
 Charles H. Brown.  
 John F. Phelan.

**Union List of Serials**

(Appointed by Council)

C. W. Andrews, John Crerar Library, Chicago, Ill., chairman.  
 Arthur E. Bostwick.

**Ventilation and Lighting of Public Library Buildings**

(Appointed by Council)

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 C. W. Andrews.  
 E. D. Burton.  
 D. Ashley Hooker.  
 H. M. Lydenberg.

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 Mrs. Emma N. Delfino.  
 Mabel R. Gillis.  
 Lucille A. Goldthwaite.  
 N. D. C. Hodges.  
 Laura M. Sawyer.  
 Bernard C. Steiner.  
 S. C. Swift.

**Work with the Foreign Born**

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 Hannah C. Ellis.  
 Josephine Gratiaa.  
 Marion L. Horton.  
 Margery C. Quigley.  
 Adelaide C. Rood.

## ENDOWMENT FUNDS

Following the meeting of 1890 and through the efforts of the Trustees section to collect a permanent fund "for publishing the proceedings of the association," the Endowment fund (see sec. 5 of Constitution) was established. It amounts now to \$9,261.84. To this fund was added in 1902 the Carnegie fund of \$100,000 given by Andrew Carnegie as a special fund, the income of which shall be applied to the preparation and publication of such reading lists, indexes and other bibliographic and literary aids as would be especially

useful in the circulating libraries of the country. By a vote of the Council, the Carnegie fund has been placed in charge of the trustees of the Endowment fund. Special mention should be made of the benefactions of George Iles in financing several publications which the Association would not have been able to have published without such financial aid. Full information as to the investment and condition of these funds will be found in the reports of the Trustees as printed each year.

# PUBLICATIONS OF THE AMERICAN LIBRARY ASSOCIATION

78 East Washington St., Chicago, Ill.

The publishing business of the American Library Association is conducted for libraries and in the interest of library progress. It is not conducted for profit. An endowment fund of \$100,000 received from Mr. Andrew Carnegie in 1902 yields an income of \$4,500 a year, which is applied to the preparation and publication of useful library aids.

The publications are listed here in the following groups:

Book Selection and Bookbuying Aids in General

Subject Lists, including Lists of Children's Books

Lists of Books in Foreign Languages

Indexes

Library Economy in General

Library Establishment

Library Buildings and Equipment

Library Training

Cataloging

Children's Libraries

School Libraries

Posters, Book Marks and Exhibits

A. L. A. Bulletin and Proceedings

Publications of the League of Library Commissions

Publications of the American Library Institute

All publications are unbound unless otherwise indicated.

## BOOK SELECTION AND BOOKBUYING AIDS IN GENERAL

**A. L. A. Catalog.** Melvil Dewey, May Seymour and Mrs. H. L. Elmendorf, eds. 1904. Cloth, \$2.00; can be obtained from the Superintendent of Documents, Washington, D. C., by sending a money order for \$2.00 in advance.

A catalog of 8,000 volumes useful in guiding readers in the choice of the best books on a given subject published before 1904.

**A. L. A. Catalog, 1904-11.** Elva L. Bascom, ed. Cloth, \$1.75.

About 3,000 titles covering the years 1904-11. Contains a list of books in the A. L. A. Catalog of 1904 which were out of print in

1911, a list of new editions and a separate children's list.

**The Booklist;** 10 numbers a year. \$2 a year; single copies, 25c.

The A. L. A. official book selection magazine. Each number lists and annotates from 175 to 200 current books, giving also classification number, subject headings, Library of Congress card number, and an author and title index. The most important library contribution to book selection. It belongs in every library irrespective of size or classification. It is also used by booksellers and by individual readers who wish to keep in touch with many new books. Indicates the books of special use to small libraries.

**Booklist of Revised Braille.** Compiled by a sub-committee of the Committee on Work with the Blind, and issued by A. L. A. headquarters occasionally. Free.

**Subject Index to the A. L. A. Booklist, v. 1-6, 1905-10.** 25c. v. 7, 1910-11. 10c.

Really a subject guide to the best books 1905-1911.

**Booklist Books of (current year);** a selection. 35c. 10-50 copies, 10% discount; 50-100 copies, 20% discount; 100 or more, 33½% discount.

Issued by March first—includes about 250 of the most usable books for the average small library.

**Buying list of books for small libraries.** Caroline Webster, comp. Reprinted with permission from Bibliography Bulletin 65, New York State Library. 1920. 35c; 20% discount in lots of 25 or more. A list suggested for first purchase. "Not 'great' books nor the 'best' books but wholesome, standard classic and contemporary books within the means and needs of the smallest libraries."

**Guide to the study and use of reference books.** Allee B. Kroeger. Rev. ed. 1917. Isadore G. Mudge. Cloth, \$3.

An aid to library assistants, college, normal and library school students and teachers in gaining quickly a knowledge of refer-

ence books. A full index shows where to find in the various reference books many topics of general interest to which there is ordinarily no clue. Recommended for purchase by all libraries having five thousand volumes or more. Indispensable as a text book in reference study courses.

**How to choose editions.** W. E. Foster. (Library handbook No. 8) 1912. 15c.

**Periodicals for the small library.** Frank K. Walter. 3d ed. 1919. 25c.

#### SUBJECT LISTS INCLUDING LISTS OF CHILDREN'S BOOKS

**Books for boys and girls.** Caroline M. Hewins. 3d ed. 1915. 25c.

A careful selection from ten years of children's literature and a re-weighing of the older books. Valuable.

**Books for high schools.** Martha Wilson. 1914. 50c.

**Books on scientific management.** C. Bertrand Thompson. Reprinted by courtesy of the Harvard University Press. 1915. 10c.

**A brief guide to the literature of Shakespeare.** H. H. B. Meyer. 1915. 50c.

Undertaken at request of the Drama League of America. Very useful to student or teacher in selecting biographies and criticisms and describing editions of Shakespeare.

**550 children's books; a purchase list for public libraries.** Harriet H. Stanley. 1910. 15c.

#### Children's books for Christmas presents.

Compiled by Sarah C. N. Bogle. 1921. 100 copies, \$3; 250 copies, \$6; 500 copies, \$11; 1,000 copies, \$20. Purchaser's imprint will appear on title page; no credit will be given to compiler or publisher. A buying list for parents and others who make gifts to children. One hundred titles with prices and brief descriptive notes. For distribution by libraries, schools and book stores.

**The new voter.** Prepared by the Cleveland Public Library, and reprinted by the A. L. A. 1921. 100 copies, \$1.50. 1,000 copies, \$12.

Useful in Americanization work and in schools.

**Plays for children; an annotated index.** Alice I. Hazeltine, 1921. Cloth, \$1.50.

An index to plays, arranged alphabetically, with brief notes about each, giving number of characters and time required. Lists the plays suitable for special days and special occasions.

**Plays of today.** Francis K. W. Drury.

Single copies, 15c; 10 copies, \$1.35; 25 copies, \$3; 50 copies, \$5.50; 100 copies, \$10; 500 copies, \$45. Your imprint on quantities of 100 or more for \$1 extra.

Lists 100 of the best modern dramas, grouped by subject. Notes give number of characters and settings. Useful as a buying list for libraries, for classes of English, and for the general reader.

**Selected list of music and books about music for public libraries.** Louisa M. Hooper. 1909. 35c.

**The United States.** For general distribution. 1921. Single copy, 20c; 10 copies, \$1; 25 copies, \$2; 50 copies, \$3.50; 100 copies, \$6; 250 copies, \$14; 500 copies, \$26; 1,000 copies, \$45.

A short reading list of popular books on American history, government, ideals and literature; descriptions of the country and special regions; American resources, opportunities and occupations; lives of some interesting Americans; some fifty titles of historic and characteristic fiction. Prepared by the Buffalo Public Library in response to a request for a list of books which would aid in developing understanding and the spirit of devotion and loyalty to this country. Reprinted by the A. L. A. for general distribution.

**Viewpoints in biography.** Katherine Tapert, 1921. Heavy paper cover. 60c.

Second title in Viewpoint series, edited by Josephine Adams Rathbone. Groups biographies in a new way, according to essential interest. Annotated and indexed.

**Viewpoints in travel.** Josephine A. Rathbone. 1919. Heavy paper cover. 60c.

Travel literature grouped by the essential interests of adventure, folklore, character interpretations, hunting and over fifty other divisions other than the usual geographical unit. Annotated, and indexed by authors and regions.

**Viewpoints in essays.** Marion Horton. Will be ready in 1922.

## LISTS OF BOOKS IN FOREIGN LANGUAGES.

**Aids in library work with foreigners.** Mar-  
guerite Reid and J. G. Moulton. 1912.  
15c.

Lists of books for learning English, books on citizenship, foreign book selection and grammars and handbooks in foreign languages.

**Recent French literature.** Mrs. Sarah G. Bowerman. 1916. 25c.

Contains no works translated into French from other languages. Annotated.

**Selected list of German books.** Emma Gattiker. 1907. 50c.

**Selected list of Polish books.** Mrs. Josefa Kudlicka. 1913. 25c.

**Selected list of Russian books.** J. Maud Campbell. 1916. 50c.

**Selected list of Swedish books.** Valfrid Palmgren. 1909. 25c.

## INDEXES

**The A. L. A. index; an index to general literature to January 1900.** W. I. Fletcher, ed. Cloth, \$6.

Indexes some 6,000 volumes of critical and general essays, books of travel, general history, education, labor, health reports and so forth. Very useful in any fairly large school or public library.

**A. L. A. index to general literature—Supplement.** 1900-1910. Cloth, \$4.

Cumulates the Index to general literature sections of the Annual library index 1900-1910 and indexes besides 125 books never before analyzed in print.

**A. L. A. portrait index.** W. C. Lane and Nina E. Browne, eds. 1906. Cloth, \$3; order from the Superintendent of Documents, Washington, D. C., sending in advance a money order for \$3.

Lists about 120,000 portraits to be found in printed books and periodicals to 1906.

**Index to kindergarten songs including singing games and folk songs.** Margery C. Quigley. 1914. Cloth, \$1.75.

Very useful to children's librarians and to teachers as it indexes sixty-three song collections in one alphabet, giving composer, title, first line and, where important, the author. Includes a separate list of songs for special days.

**Index to library reports.** Katharine T. Moody. 1913. Cloth, \$1.

Indexes reports of library commissions, state, university, and public libraries of the United States and Canada. A tool for the librarian's office.

**Plays for children; an annotated index.** Alice I. Hazeltine, 1921. Cloth, \$1.50.

An Index to plays, arranged alphabetically, with brief notes about each, giving number of characters and time required. Lists the plays suitable for special days and special occasions.

**Plays of today.** Francis K. W. Drury. Single copies, 15c; 10 copies, \$1.35; 25 copies, \$3; 50 copies, \$5.50; 100 copies, \$10; 500 copies, \$45. Your imprint on quantities of 100 or more for \$1 extra.

Lists, 100 of the best modern dramas, grouped by subject. Notes give number of characters and settings. Useful as a buying list for libraries, for classes of English, and for the general reader.

**Special indexes in American libraries;** a list of subjects separately cataloged or so arranged as to be really accessible. 1917. 10c.

Saves duplication of reference work and is an evidence of the trend toward inter-library work and inter-library loans.

## LIBRARY ECONOMY—IN GENERAL

**A. L. A. Manual of library economy.** Chapters published separately. 20c each; in lots of 25 or more of one title, 8c each.

1. American library history. C. K. Bolton. 1911.
2. Library of Congress. W. W. Bishop. 1911.
3. State library. J. I. Wyer. 1915.
4. The College and university library. J. I. Wyer. Revised 1921.
5. Proprietary and subscription libraries. C. K. Bolton. 1917.
6. The free public library. Isabel Ely Lord. 1914.
7. The high school library. G. O. Ward. 1915.
8. Special libraries. R. H. Johnston. 1915.
9. Library legislation. William F. Yust. Revised 1921.
10. The library building. W. R. Eastman. Revised 1918.
11. Furniture, fixtures and equipment. Linda A. Eastman. 1916.

12. Administration of a public library. A. E. Bostwick. Revised 1920.
13. Training for librarianship. Mary W. Plummer. (Revised ed. by F. K. Walter 1921.)
17. Order and accession department. F. F. Hooper. Revised 1916.
18. Classification. Corinne Bacon. 1916.
19. The catalog. Harriet E. Howe. 1921.
20. Shelf department. Josephine A. Rathbone. Revised 1918.
21. Loan work. Carl P. P. Vitz. Revised 1919.
23. Government documents (state and city). J. I. Wyer. 1915.
24. Bibliography. Isadore G. Mudge. 1915.
25. Pamphlets and minor library material. J. I. Wyer and others. 1917.
27. Commissions, state aid and state agencies. Asa Wynkoop. 1913.
30. Library work with the blind. Mary C. Chamberlain. 1915.

The following chapters are temporarily out of print: 14, Library service; 15, Branch libraries; 16, Book selection; 22, Reference department; 26, Bookbinding; 29, Library work with children; 32, Library printing. Chapters 28 and 31 have not yet been published.

**Binding for libraries.** A. L. A. Committee on Bookbinding. 2d ed. rev. (Library handbook no. 5) 1915. 15c.

**The collection of social survey material.** Florence R. Curtis. 1915. 15c.

An outline giving suggestions as to the material for a social survey which may be gathered and filed by the local public library.

**Lettering on library books.** Bookbinding Committee. 1919. 10c.

**Library efficiency test.** Julia A. Robinson. 1920. 25c each; in lots of 25 or more 40% discount.

A carefully arranged outline of questions on the library resources and use, designed to show whether the library is paying sufficient dividends in service to the community for the investment being made upon it.

**Making maps available.** Beatrice Winser. 1916. 5c.

**Manual for institution libraries.** Carrie E. Scott. 1916. (Library handbook no. 10) 25c.

Very useful for hospitals, prisons, reformatories or any small library in which the librarian has had little technical training.

**Mending and repair of books.** (Library handbook no. 6.) M. W. Brown. 4th ed. Rev. by Gertrude Stiles. 25c. In lots of 10 or more, 20c each.

**A normal library budget and its units of expense.** O. R. Howard Thomson. 1913. (Library handbook no. 9) 15c.

Figures taken from 1909. Out of date but interesting as a study and as library history.

**Notes from the art section of a library.** C. A. Cutter. 1905. (Library tract no. 5) 10c; 25 or more, 5c each.

**Some principles of business-like conduct in libraries.** A. E. Bostwick. 1920. (Library handbook no. 11) 25c.

**Standard library organization and equipment for secondary schools of different sizes.** C. C. Certain. 2d ed. 1920. 40c.

This report of the Committee on Library Organization and Equipment of the National Education Association and of the North Central Association of Colleges and Secondary Schools embodies a constructive program of library development. It is useful alike to teachers and librarians.

#### LIBRARY ESTABLISHMENT

**A county library.** 4-page leaflet. 1921. 30 copies, \$1; 100 copies, \$3; 1,000 copies, \$20.

For distribution where it is desired to create or stimulate interest in this subject.

**Book wagons; the county library with rural book delivery.** 1921. 8-page pamphlet. Single copy, 15c; 10 copies, \$1; 30 copies, \$2.50; 100 copies, \$7. Special prices on larger quantities.

Pamphlet has six pictures illustrating book wagons in counties, townships and cities. For distribution to the general public.

**County library exhibit.** 14 panels, \$18 a set; postage or express extra.

Fourteen panels, 20x26 inches in size, printed on heavy gray cover stock. Thirty photographs are mounted on the panels. For use at state and county fairs, conferences of social workers, teachers, librarians, and church workers, and at farmers' institutes, agricultural colleges, etc.

**How to start a public library.** G. E. Wire. 2d ed. 1913. (Library tract no. 2) 10c.

**Library rooms and buildings.** Charles C. Soule. 1902. (Library tract no. 4) 10c. **Why do we need a public library?** Material for a library campaign. Chalmers Hadley. 1910. (Library tract no. 10) 10c.

Note.—In lots of 25 or more of one kind the Library Tracts are sold at 5c each.

**Workshops for assembling business facts.**

Dorsey W. Hyde, Jr. 1921. 24 pages and cover, 20c; special prices in quantities. Written for the business man.

## LIBRARY BUILDINGS AND EQUIPMENT

**Furniture, fixtures and equipment.** Linda A. Eastman. 1916. (A. L. A. manual, ch. 11) 20c; 25 or more, 8c each.

**The library building.** W. R. Eastman. 2d ed. 1918. (A. L. A. manual, ch. 10) 20c; 25 or more, 8c each.

**Library rooms and buildings.** Charles C. Soule. 1902. (Library tract no. 4) 10c; 25 or more, 5c each.

**Some recent features in library architecture.** Chalmers Hadley. 1915. 5c.

## LIBRARY TRAINING

**An apprentice course for small libraries.**

The faculty of the Library School of the University of Wisconsin. 1917. Cloth, \$1.

Outlines of lessons, with suggestions for practice work, study and required reading.

**After College What?** Free.

A placard for use especially in colleges and universities as an aid in recruiting young men and women for library work.

**Books and a vocation.** 4 p. Free.

For use as an aid in recruiting young men and women for library work.

**Library work an opportunity for college women.** June R. Donnelly. 1921. Reprinted from "Careers for Women," ed. by Catherine Filene. Published by Houghton, Mifflin and Co. 8 p. Free.

A brief summary of the opportunities librarianship offers to college women who intend entering professional life. Includes a list of recognized library schools and a brief list of suggested reading.

**Training for librarianship.** Mary W. Plummer. 1913. Rev. ed. by F. K. Walter. (A. L. A. manual, ch. 13) 20c; 25 or more, 8c each.

## CATALOGING

**The catalog.** Harriet E. Howe. 1921. (A. L. A. Manual, ch. 19), 20c each; in lots of 25 or more, 8c each.

**Catalog rules; author and title entries.** Compiled by committees of the American Library Association and The (British) Library Association. American ed. 1908. Cloth, \$1.

**Cataloging for small libraries.** Theresa Hitchler. Rev. ed. Cloth, \$2.

Designed for the small public, school, or private library or special collections. Clear and comprehensive aid, practical for any library and very useful in teaching cataloging.

**List of subject headings for use in dictionary catalogs.** 3d ed. rev. by Mary J. Briggs. 1911. Cloth, \$4.

Alphabetical, in arrangement and broad enough to meet the needs of the general library. Each heading is accompanied by its "see also" references and, in an opposite column by its "refer from" references. One side of each page is left blank for additional headings. For any library.

**Subject headings for use in dictionary catalogs of juvenile books.** Margaret Mann. 1916. Cloth, \$1.75.

The headings used are those of the Carnegie Library of Pittsburgh, and the arrangement is the same as that of the "List of Subject Headings." Specially useful also to school libraries or any small public library.

## CHILDREN'S LIBRARIES

**Books for boys and girls.** Caroline M. Hewins. 3d ed. 1915. 25c.

A careful selection from ten years of children's literature and a re-weighing of the older books. Valuable.

**Children's books for Christmas presents.**

Compiled by Sarah C. N. Bogle. 1921. 100 copies \$3; 250 copies \$6; 500 copies \$11; 1,000 copies \$20. Purchaser's imprint will appear on title page; no credit will be given to compiler or publisher.

A new buying list for parents and others who make gifts to children. One hundred titles with prices and brief descriptive notes. For distribution by libraries, schools and book stores.

**550 children's books: a purchase list for public libraries.** Harriet H. Stanley. 1910. 15c.

**Exhibit on children's reading.** 10 panels.

\$10 a set; postage or express extra.

Printed on heavy gray cover stock, comprising 14 photographs and appropriate wording. For use at state and county fairs, conventions, teachers' institutes and meetings, in the library and elsewhere.

**Index to kindergarten songs including**

**singing games and folk songs.** Margery C. Quigley. 1914. Cloth, \$1.75.

Very useful to children's librarians and to teachers as it indexes sixty-three song collections in one alphabet, giving composer, title, first line and, where important, the author. Includes a separate list of songs for special days.

**Plays for children.** An annotated index.

Alice I. Hazeltine, 1921. Cloth, \$1.50.

An index to plays, arranged alphabetically, with brief notes about each, giving number of characters and time required. Lists the plays suitable for special days and special occasions.

**SCHOOL LIBRARIES****Books for high schools.** Martha Wilson. 1914. 50c.**The high school library.** G. O. Ward. 1915. (A. L. A. manual no. 7) 20c; 25 or more, 8c each.**Standard library organization and equipment for secondary schools of different sizes.** C. C. Certain. 2d ed. 1920. 40c.

This report of the Committee on Library Organization and Equipment of the National Education Association and of the North Central Association of Colleges and Secondary Schools embodies a constructive program of library development. It is useful alike to teachers and librarians.

**POSTERS, BOOK MARKS AND EXHIBITS****After College What?** Free.

A placard for use especially in colleges and universities as an aid in recruiting young men and women for library work.

**County library exhibit.** 14 panels, \$18.00

a set; postage or express extra.

Fourteen panels, 20x26 inches in size, printed on heavy gray cover stock. Thirty photographs are mounted on the panels. For use at state and county fairs, conferences of social workers, teachers, librarians, and church workers, and at farmers' institutes, agricultural colleges, etc.

**Exhibit on children's reading.** 10 panels,

\$10.00 a set; postage or express extra.

Printed on heavy gray cover stock, comprising 14 photographs and appropriate wording. For use at state and county fairs,

conventions, teachers' institutes and meetings, in the library and elsewhere.

**McCutcheon cartoon book mark.** Size

3½x5½ inches. One hundred for 50c; 500 for \$2; 1,000 for \$3.50; 5,000 for \$15.

For distribution with local correspondence, at meetings, through high schools and colleges, and in books as they circulate.

**McCutcheon cartoon poster.** Size 13½x20½

inches. Five for 50c; 10 for 90c; 25 for \$1.75; 50 for \$3; 100 for \$5; 500 for \$20; 1,000 for \$35.

Used for book and library publicity.

**A. L. A. BULLETIN AND PROCEEDINGS**

**Bulletin of the American Library Association.** Six numbers annually.

**Handbook.** Annual. Issued as the September number of the Bulletin. Extra copies 50c.

Includes complete list of members, with addresses.

**Papers and Proceedings.** Annual. Issued as a number of the Bulletin:

Papers and Proceedings for 1894, 1896, 1897, 1898, 1899, 1903, 1905, 1906, 1909, 1910, 1911, 1916. \$1 each.

Papers and Proceedings for 1900, 1901, 1902, 1904, 1912, 1913, 1914, 1915, 1917, 1918. 35c each.

Papers and Proceedings for 1919, 1920. \$1 each.

Papers and Proceedings for 1921. \$2 each.

Papers and Proceedings for years other than the above are out of print.

**PUBLICATIONS OF THE LEAGUE OF LIBRARY COMMISSIONS**  
(For sale by the American Library Association)

**League of Library Commissions handbook,** 1916. New ed. thoroughly rev. Henry N. Sanborn, comp. 50c.

**Aids in library work with foreigners.** Marguerite Reid and J. G. Moulton. 1912. 15c.

Lists of books for learning English, books on citizenship, foreign book selection and grammars and handbooks in foreign languages.

**PUBLICATIONS OF THE AMERICAN LIBRARY INSTITUTE**  
**Proceedings** for 1916, 1917, 1918, 1919. \$2.00 each.

For all information regarding A. L. A. publications, address

**AMERICAN LIBRARY ASSOCIATION,**  
**78 E. Washington St., Chicago, Ill.**

## SECTIONS OF THE ASSOCIATION

By means of a system of sections the practical usefulness of the A. L. A. meetings has been considerably enlarged. The section meetings, while open to all, provide especially for the needs of each class of workers, and afford more opportunity for the discussion of details. The general, or undivided, sessions are thus left free for subjects of general interest and the consideration of routine matter concerning the entire association.

Seven of these sections maintain a formal organization from year to year, and take under consideration questions relating more particularly to their own province. They are as follows:

### COLLEGE AND REFERENCE SECTION

which dates from a first meeting of the college librarians held in 1889. Since then, meetings have been held regularly.

The members of the committee on arrangements are: Chairman, Charles J. Barr, Yale University Library, New Haven, Conn.; W. E. Henry, University of Washington Library, Seattle (term expires 1923); E. D. Tweedell, The John Crerar Library, Chicago, Ill., (term expires 1924).

### TRUSTEES SECTION

has had a permanent organization since the meeting of 1890.

More boards of trustees are each year recognizing the practical value of having their librarians attend the meetings allowing them not only the time, but also necessary expenses in many cases. Equally significant is the increasing number of trustees who find that it pays to attend the A. L. A. meetings each year. By comparing views, and advising with each other on their peculiar duties, mutual aid is rendered toward the efficient discharge of the public trust committed to them. Some of the meetings of trustees are held jointly with the librarians interested in supervisory problems; others with trustees only present; thus favoring the joint and separate discussion of salaries, laws, vaca-

tions, rules for the staff, and other questions in which librarians have a personal interest that modifies their judgment.

Officers for 1921-22 are: Chairman, F. H. Pettingill, Public Library, Los Angeles, Calif.; secretary, Mrs. Ora Thompson Ross, Rensselaer, Ind.

### CATALOG SECTION

was established by action of the Council in 1900 and has met at each conference since the Waukesha meeting in 1901, excepting at St. Louis in 1904, when no section meetings were held.

At the Mackinac Island conference (1910) the Catalog Section completed its organization by the adoption of a constitution and by-laws. Officers for 1921-22 are: Chairman, Mrs. Jennie Thornburg Jennings, Public Library, St. Paul, Minn.; secretary, Ruth Rosholt, Public Library, Minneapolis, Minn.

### CHILDREN'S LIBRARIANS SECTION

At the Montreal conference in 1900 an informal meeting was held for the purpose of personal acquaintance and co-operation among those actively engaged in library work with children. As a result of this meeting the Club of Children's Librarians was formed, and, in recognition of this movement for closer organization and wider discussion in this field than was afforded at the general sessions of the A. L. A., the Executive Board, in November, 1900, established this section, which held its first meeting at Waukesha in 1901.

Officers for 1921-22 are: Chairman, Clara W. Hunt, Public Library, Brooklyn, N. Y.; vice-chairman, E. Gertrude Avey, Public Library, Cincinnati, Ohio; secretary, Lenore Power, Public Library, New York City.

### PROFESSIONAL TRAINING SECTION

This section was established by vote of the Council of A. L. A. on June 26, 1909, upon petition signed by the members of the Committee on Library Training. Its

first meeting was held at the Bretton Woods conference and its second meeting took place at the Mackinac Island conference, when constitution and by-laws were adopted.

Officers for 1921-22 are: Chairman, Sidney B. Mitchell, University of California Library, Berkeley, Calif.; vice-chairman, Lucy Morgan, Public Library, Detroit, Mich.; secretary, Edna M. Hull, East Junior High School Library, Warren, Ohio.

#### AGRICULTURAL LIBRARIES SECTION

At the Mackinac Island Conference a round table of librarians of agricultural libraries was held, at which it was voted to request the Council of the A. L. A. to create an agricultural libraries section. Conditions having been complied with, this was done at the Pasadena Conference in 1911. Officers for 1921-22 are: Chairman, Lucy E. Fay, University of Tennessee Library, Knoxville, Tenn.; secretary, Mary G. Lacy, Scripps Economic Bureau, Washington, D. C.

#### SCHOOL LIBRARIES SECTION

At the 1914 conference the high and normal school librarians, then holding round table meetings, made a formal petition to the Council that a section for

school libraries be established. The Council in January, 1915, authorized the organization of the section, and the first meeting was held at the Berkeley Conference.

The School Libraries Section seeks to serve as a clearing house for professional information regarding libraries in elementary, secondary and normal schools, and to compile a directory of school librarians. Its purpose is to discuss methods, formulate policies, establish standards and maintain relations with the Library Department of the N. E. A. and other educational organizations.

Officers for 1921-1922 are: Chairman, Marion Horton, Public Library, Los Angeles, Calif.; vice-chairman, Jessie E. Tompkins, Public Library, Detroit, Mich.; secretary-treasurer, Frances H. Kelly, Carnegie Library, Pittsburgh, Pa.

#### LENDING SECTION

This section held its first meeting as a section June 5, 1920.

Officers for 1921-22 are: Chairman, John A. Lowe, Public Library, Brooklyn, N. Y.; vice-chairman, Edith F. Vermeule, Yesler Br., Public Library, Seattle, Wash.; secretary-treasurer, Mary U. Rothrock, Lawson McGhee Library, Knoxville, Tenn.

## AFFILIATED NATIONAL ORGANIZATIONS

Acting under Section 16 of the Constitution and upon applications formally made by the proper officers, the Council has regularly affiliated with the American Library Association the following national organizations of kindred purpose. These societies meet annually, usually at the time and place of meeting of the A. L. A. Their members enjoy all privileges of members of the larger body as to railroad and hotel rates and conference hospitalities. Their proceedings are included in the A. L. A. conference volume and they are often formally represented by designated delegates upon the program of the Association.

### NATIONAL ASSOCIATION OF STATE LIBRARIES

Officers for 1921-22 are: President, John M. Hitt, State Library, Olympia, Wash.; vice-president, Mrs. Jessie P. Weber, Illinois State Historical Society Library, Springfield; secretary-treasurer, Herbert O. Brigham, Rhode Island State Library, Providence, R. I.; member Executive Board, Edward H. Redstone, Massachusetts State Library, Boston, Mass.

### LEAGUE OF LIBRARY COMMISSIONS

Officers for 1921 are as follows: President, W. R. Watson, State Dept. of Education, Library Extension Division, Albany, N. Y.; first vice-president, William J. Hamilton, Indiana Public Library Commission, Indianapolis, Ind.; second vice-president, Mary B. Palmer, North Carolina Library Commission, Raleigh, N. C.; secretary-treasurer, Anna May Price, Library Extension Division, State Library, Springfield, Ill.; three members of the executive board for one, two and three year periods, respectively, Grace E. Kingsland, New

Hampshire Public Library Commission, Concord; Elizabeth B. Wales, Public Library, Highland Park, Ill.; Milton J. Ferguson, California State Library, Sacramento, Calif.

### AMERICAN ASSOCIATION OF LAW LIBRARIES

Officers for 1921-22 are as follows: President, Gilson G. Glasier, Wisconsin State Library, Madison, Wis.; first vice-president, Andrew H. Mettee, Library Company of the Baltimore Bar, Baltimore, Md.; second vice-president, Mrs. Maud B. Cobb, Georgia State Library, Atlanta, Ga.; secretary, Mary S. Foote, New Haven County Bar Library, New Haven, Conn.; treasurer, Anna M. Ryan, Buffalo Law Library, Buffalo, N. Y.; executive committee: The above officers and Frederick C. Hicks, Luther E. Hewitt and Howard L. Stebbins.

### SPECIAL LIBRARIES ASSOCIATION

Officers for 1921-22 are as follows: President, Dorsey W. Hyde, Jr., U. S. Chamber of Commerce, Washington, D. C.; first vice-president, Helen E. Hemphill, Engineering Library, Western Electric Company, New York City; second vice-president, Rebecca B. Rankin, Municipal Reference Library, New York City; secretary-treasurer, Orrena Louise Evans, U. S. Bureau of Public Roads Library, Washington, D. C.; assistant secretary-treasurer, Alfred B. Lindsay, U. S. Bureau of Railway Economics Library, Washington, D. C.; executive board, the foregoing officers and E. H. Redstone, Massachusetts State Library, Boston, Mass.; and Mrs. Bertha V. Hartzell, Social Service Library, Boston, Mass.

## OTHER NATIONAL LIBRARY ORGANIZATIONS

(Not affiliated with the A. L. A.)

### AMERICAN LIBRARY INSTITUTE

Officers for 1921-22: President, W. N. C. Carlton, Public Library, Hamilton, Ont., Can.; secretary, Andrew Keogh, Yale University Library, New Haven, Conn.

### ASSOCIATION OF AMERICAN LIBRARY SCHOOLS

Officers for 1921-22: President, P. L. Windsor, University of Illinois Library, Urbana; secretary, Margaret S. Williams, New York State Library, Albany, N. Y. These officers together with the retiring president, Josephine A. Rathbone, June R. Donnelly and Mrs. Harriet P. Sawyer constitute the executive committee.

### BIBLIOGRAPHICAL SOCIETY OF AMERICA

Officers for 1921-22: President, W. W. Bishop, University of Michigan Library, Ann Arbor, Mich.; secretary, A. H. Shearer, Grosvenor Library, Buffalo, N. Y.

### LIBRARY WORKERS ASSOCIATION

Officers for 1921-22: President, Catherine Van Dyne, Free Public Library, Newark, N. J.; treasurer, Carl L. Cannon, Public Library, New York City; secretary, Marian C. Manley, Public Library, Sioux City, Iowa.

### MEDICAL LIBRARY ASSOCIATION

Officers for 1921-1922: President, L. F. Barker, 1035 N. Calvert St., Baltimore, Md.; secretary-treasurer, John Ruhrah, 11 E. Chase St., Baltimore, Md.

### NATIONAL EDUCATION ASSOCIATION —LIBRARY DEPARTMENT

Officers for 1921-22: President, Sherman Williams, School Libraries Div., New York State Education Dept., Albany, N. Y.; vice-president, Grace Rose, Public Library, Des Moines, Iowa; secretary, Margaret E. Ely, Public Library, Chicago, Ill.

## STATE AND PROVINCIAL LIBRARY ASSOCIATIONS

The names of the Associations which are affiliated with the A. L. A. (1921) are printed in black face type.

**Alabama Library Association:** President, J. R. Rutland, Ala. Polytechnic Institute, Auburn; secretary, Mary R. Muller, State Dept. of Archives and History, Montgomery.

**Arkansas Library Association:** President, George B. Rose, Little Rock; secretary, Beatrice Prall, Public Library, Little Rock.

**British Columbia Library Association:** President, Herbert Killam, Public Library, Victoria; secretary, Margaret Clay, Public Library, Victoria.

**California Library Association:** President, Althea H. Warren, Public Library, San Diego; secretary, Eleanor Hitt, County Free Library, San Diego.

**Colorado Library Association:** President,

Rena Reese, Public Library, Denver; secretary, Lena R. Fenton, Public Library, Boulder.

**Connecticut Library Association:** President, Arthur Adams, Trinity College Library, Hartford; secretary, Helen Scarth, Public Library, Farmington.

**District of Columbia Library Association:** President, Herbert Putnam, Library of Congress, Washington; secretary, Mabel Colcord, Bureau of Entomology, U. S. Dept. of Agriculture Library, Washington.

**Florida Library Association:** President, Helen Virginia Stelle, Public Library, Tampa; secretary, Serena C. Bailey, Public Library, Palatka.

**Georgia Library Association:** President, Tommie Dora Barker, Carnegie Library, Atlanta; secretary, C. Seymour Thompson, Public Library, Savannah.

**Idaho Library Association:** President, Ruth Cowgill, Public Library, Boise; secretary, Marion Orr, Public Library, Idaho Falls.

**Illinois Library Association:** President, J. S. Cleavenger, University of Ill. Library, Urbana; secretary, Nellie Parham, Withers Public Library, Bloomington.

**Indiana Library Association:** President, Winifred F. Ticer, City Free Library, Huntington; secretary, Elizabeth Ohr, Public Library, Indianapolis.

**Indiana Library Trustees Association:** President, Edmund L. Craig, American Trust Bldg., Evansville; secretary, M. H. Krauss, Galveston.

**Iowa Library Association:** President, W. F. Ripley, 1014 Hippie Bldg., Des Moines; secretary, Mary E. McCoy, Public Library, Indianola.

**Kansas Library Association:** President, W. H. Kerr, Kellogg Library, Kan. State Normal Sch., Emporia; secretary, Mabel B. Parks, Hutchinson.

**Kentucky Library Association:** President, Euphemia K. Corwin, Berea Coll. Library, Berea; secretary, Harriet Boswell, Paducah.

**Maine Library Association:** President, Raymond L. Walkley, University of Maine Library, Orono; secretary, Marion Brainerd, State Library, Augusta.

**Maritime Library Association:** Acting President, Miss E. M. A. Vaughan, St. John, N. B.; secretary, Mrs. M. K. Ingraham, Acadia University, Wolfville, Nova Scotia.

**Massachusetts Library Club:** President, Harold T. Dougherty, Free Library, Newton; secretary, Orlando C. Davis, Public Library, Waltham.

**Michigan Library Association:** President, Flora B. Roberts, Public Library, Kalamazoo; secretary, Earl W. Browning, Public Library, Jackson.

**Michigan Upper Peninsula Library Association:** President, Helena LeFevre, Spies Public Library, Menominee; secre-

tary, Gertrude Kelly, Public School Library, Hancock.

**Minnesota Library Association:** President, Alice Dunlap, Public Library, Duluth; secretary, Grace M. Stevens, Public Library, Virginia.

**Mississippi Library Association:** President, Whitman Davis, Agricultural College, Miss.; secretary, Mrs. W. F. Marshall, State Library, Jackson.

**Missouri Library Association:** President, I. R. Bundy, Missouri Library Commission, Jefferson City; secretary, Jane Morey, Missouri Library Commission, Jefferson City.

**Montana Library Association:** President, Mrs. Henry E. Garber, Jr., Parmly Billings Mem. Library, Billings; secretary, Elizabeth Forrest, College of Agriculture and Mechanic Arts Library, Bozeman.

**Nebraska Library Association:** President, Loretta Murphy, Public Library, North Platte; secretary, Czarina M. Hall, Public Library, Omaha.

**New Hampshire Library Association:** President, Caroline B. Clement, City Library, Manchester; secretary, Winifred Tuttle, City Library, Manchester.

**New Jersey Library Association:** President, Beatrice Winser, Free Public Library, Newark; secretary, Adeline T. Davidson, Free Public Library, East Orange.

**New York Library Association:** President, Joseph Ibbotson, Hamilton College Library, Clinton; secretary, Margery C. Quigley, Public Library, Endicott.

**North Carolina Library Association:** President, Mrs. Ethel Crittenden, Wake Forest; secretary, Carrie L. Broughton, State Library, Raleigh.

**North Dakota Library Association:** President, A. D. Keator, University of North Dakota Library, Grand Forks; secretary, Mrs. Florence Davis, Public Library, Bismarck.

**Ohio Library Association:** President, Ernest I. Antrim, Brumback Library, Van Wert; secretary, Alice B. Coy, N. Cin-

cinnati Br. Public Library, Cincinnati.  
**Oklahoma Library Association:** President, J. L. Rader, University of Okla. Library, Norman; secretary, Ruth E. Hammond, Public Library, Muskogee.

**Ontario Library Association:** President, W. J. Sykes, Carnegie Library, Toronto; secretary, E. A. Hardy, 81 Collier St., Toronto.

**Pacific Northwest Library Association:** President, Judson T. Jennings, Public Library, Seattle; secretary, M. H. Douglass, University of Ore. Library, Eugene, Ore.

**Pennsylvania, Keystone State Library Association:** President, Anna A. MacDonald, State Library, Harrisburg; secretary, Margaret B. Carnegie, Carnegie Library, Pittsburgh.

**Rhode Island Library Association:** President, George L. Hinckley, Redwood Library, Newport; secretary, Gertrude E. Robson, John Carter Brown Library, Providence.

**South Carolina Library Association:** President, R. M. Kennedy, University of South Carolina Library, Columbia; secretary, Louise McMasters, Public Library, Darlington.

**South Dakota Library Association:** Pres-

ident, Alberta A. Caille, Carnegie Library, Sioux Falls; secretary, Mrs. Maud Russell Carter, State Normal School Library, Spearfish.

**Tennessee Library Association:** President, Ruth M. Barker, Cossitt Library, Memphis; secretary, Elizabeth Moreland, University of Tenn. Library, Knoxville.

**Texas Library Association:** President, Betsy Wiley, Public Library, Dallas; secretary, Mrs. M. Houston, Corsicana.

**Utah Library Association:** President, M. Wilford Poulson, Brigham Young University Library, Provo; secretary, Ireta Peters, Public Library, Brigham City.

**Vermont Library Association:** President, Anna L. Mower, Morrisville; secretary, Mrs. Margaret Colville, Fair Haven.

**West Virginia Library Association:** President, Sally Scollay Page, Public Library, Clarksburg; secretary, Bessie J. Reed, High School Library, Fairmont.

**Wisconsin Library Association:** President, Matthew S. Dudgeon, Public Library, Milwaukee; secretary, Vivian G. Little, Watertown.

**Wyoming Library Association:** President, Bertha K. Van Devender, Basin; secretary, Agnes Wright Spring, Box 930, Cheyenne.

## LIBRARY CLUBS

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**Bay Path Library Club:** President, Emily Haynes, Worcester Polytechnic Institute, Worcester, Mass.; secretary, Mabel E. Knowlton, Free Public Library, Shrewsbury, Mass.

**Berkshire Library Club:** President, Edith O. Fitch, Lenox Library, Lenox, Mass.  
**The Boston (Mass.) Special Libraries Association:** President, Ernest W. Chapin, First National Bank, 70 Federal St.; secretary, Abbie G. Glover, Women's Educational and Industrial Union, 264 Boylston St.

**Cape Cod Library Club:** President, C. E.

Harris, Hyannis, Mass.; secretary, Mrs. Maurice Crocker, Osterville, Mass.

**Chicago Library Club:** President, Mary L. Watson, Newberry Library; secretary, Margaret E. Ely, Chicago Public Library.

**Cleveland Club of Special Librarians:** President, Alta B. Clafin, Federal Reserve Bank Library; secretary, Florence Snelling, Federal Reserve Bank Library.

**Columbia (Mo.) Library Club:** President, Grace Barnes, University of Missouri Library; secretary, Inez Spicer, University of Missouri Library.

**Des Moines (Iowa) Library Club:** President, Lavinia Steele, Iowa State Library; secretary, Miriam Smith, Iowa State Library.

Iowa City (Iowa) Library Club: President, Lola Shepard, State University Library; secretary, Alice Gay, State University Library.

Missouri Valley Library Club: President, Ward Edwards, William Jewell Coll. Library, Liberty; secretary, Miss Frank Delehan, Swinney Branch Library, 47th & West Prospect Pl., Kansas City.

New York High School Librarians' Association: President, Katharine M. Christopher, Julia Richman High School Library, New York City; secretary, Ruth Wilcox, Washington Irving High School Library, New York City.

New York Library Club: President, Harrison W. Craver, Engineering Societies Library, 29 W. 39th St., New York City; secretary, Marion F. Schwab, Brooklyn Public Library, 26 Brevoort Pl., Brooklyn.

New York Special Libraries Association: President, Rebecca B. Rankin, New York Municipal Reference Library, 512 Municipal Bldg.; secretary, Elsie L. Baechtold, Irving Nat'l Bank Library, New York City.

Northern New York Library Club: President, Eva G. Frederick, Carthage; secretary, Minnie A. Bodman, Philadelphia, N. Y.

Old Colony Library Club: President, Joshua E. Crane, Public Library, Taunton, Mass.; secretary, Helen A. Brown, Branch Library, Montello, Mass.

Pasadena (Calif.) Library Club: President, Helen E. Haines, 1175 N. Mentor Ave.; secretary, Frances L. Spining, librarian, California Institute of Technology Library, Pasadena.

Pennsylvania Library Club: President, Asa Don Dickinson, Univ. of Pennsylvania Library, Philadelphia; secretary, Martha Lee Coplin, Free Library, Philadelphia.

Philadelphia (N. Y.) Library Association:

President, Mrs. Mary B. Tucker; secretary, Bersina Brooks.

Puget Sound Library Club: President, Annabel Porter, Public Library, Tacoma, Wash.

Rochester (N. Y.) District Library Club: President, Donald B. Gilchrist, Univ. of Rochester Library; secretary, Fern B. Wall, Rochester Public Library, Exposition Park Branch.

San Antonio Library Club: President, Miss K. A. Monroe, Public Library, Ontario, Calif.; secretary, Mrs. Isabel M. Neales, Chaffee Union High School Library, Ontario, Calif.

Southern Tier Library Club: President, Mrs. Mary Arthur Summers, Moore Memorial Library, Greene, N. Y.; secretary, Margery Quigley, Free Library, Endicott, N. Y.

Southern Worcester Library Club: President, May Murphy, Millville, Mass.; secretary, Rosalie E. Williams, East Douglas, Mass.

Southwest (Mo.) Library Club: President, Alice R. Gladden, Carthage; secretary, Blanche Trigg, Public Library, Joplin.

Twin City Library Club: Vice-President, Katherine D. Steele, University of Minnesota Library, Minneapolis; secretary, Elizabeth Robinson, Public Library, St. Paul.

University of Illinois Library Club: President, Amelia Kreig, 1110 West Springfield, Urbana; secretary, Lucile Warnock, 1110 West California, Urbana.

Wayne County Library Club: President, Lucy L. Morgan, Public Library, Detroit, Mich.; secretary, Katharyne Sieneau, McGregor Public Library, Highland Park, Mich.

Western Massachusetts Library Club: President, Harold A. Wooster, Atheneum, Westfield; secretary, Meribah Keefe, City Library, Springfield.

## STATE AND PROVINCIAL LIBRARY COMMISSIONS

Alabama Department of Archives and History, Division of Library Extension: Director, Mrs. Marie Bankhead Owen, Montgomery.

British Columbia Public Library Commission: Secretary, Herbert Killam, Parliament Bldg., Victoria.

California State Library: State Librarian, Milton J. Ferguson, Sacramento.

Colorado State Library Commission: Secretary, Elfreda Stebbins, Fort Collins.

Colorado Traveling Library Commission: President, Mrs. Fannie M. D. Galloway, Denver.

Connecticut Public Library Committee: Secretary, Caroline M. Hewins, Public Library, Hartford.

Delaware State Library Commission: Secretary, E. B. Louderbough, Delaware State Library, Dover.

Georgia Library Commission: Secretary, Charlotte Templeton, Atlanta.

Idaho State Traveling Library Commission: Secretary, Ethel E. Redfield, Boise.

Illinois State Library, Library Extension Division: Superintendent, Anna May Price, Springfield.

Indiana Public Library Commission: Secretary, William J. Hamilton, State House, Indianapolis.

Iowa Library Commission: Secretary, Julia A. Robinson, Historical, Memorial and Art Building, Des Moines.

Kansas Traveling Libraries Commission: Acting Secretary, Louise McNeal, Topeka.

Kentucky Library Commission: Secretary, Fannie C. Rawson, Frankfort.

Louisiana State Library Commission: Secretary, Mrs. Katherine M. Hill, 638 Lafayette Ave., Baton Rouge.

Maine State Library, Bureau of Library Extension: Director, Henry E. Dunnack, State Library, Augusta.

Maryland Public Library Commission: Secretary, Mrs. M. A. Newell, State Normal School, Townson.

Massachusetts Board of Free Public Library Commissioners: General Secretary and Library Advisor, E. Kathleen Jones, State House, Boston.

Michigan State Library: State Librarian, Mrs. M. C. Spencer, Lansing.

Minnesota Department of Education, Library Division: Library Director, Clara F. Baldwin, St. Paul.

Missouri Library Commission: Secretary, Irving R. Bundy, Jefferson City.

Nebraska Public Library Commission: Secretary, Nellie Williams, Lincoln.

New Hampshire Public Library Commission: Secretary, Grace Edith Kingsland, State Library Building, Concord.

New Jersey Public Library Commission: Librarian, Sarah B. Askew, Trenton.

New York, The University of the State of New York, Library Extension Division: Chief, William R. Watson, State Education Bldg., Albany.

North Carolina Library Commission: Secretary, Mary B. Palmer, Raleigh.

North Dakota Public Library Commission: Librarian and Director, Mary E. Downey, Bismarck.

Ohio State Board of Library Commissioners: Secretary, J. H. Newman, State Library, Columbus.

Oklahoma Library Commission: Secretary, Mrs. J. R. Dale, Oklahoma City.

Ontario Department of Education: Inspector of Public Libraries, W. O. Carson, Toronto.

Oregon State Library: State Librarian, Cornelia Marven, Salem.

Pennsylvania State Library, Library Extension Division: Chief, Robert P. Bliss, Harrisburg.

Rhode Island State Board of Education, Library Division: Secretary, Walter E. Ranger, State House, Providence.

South Dakota Free Library Commission: Secretary, Doane Robinson, Pierre. Address communications to Leora J. Lewis, Field Ln., Pierre.

Texas State Library: Librarian, Elizabeth H. West, Austin.

Utah Department of Public Instruction: Library secretary and organizer, (not yet appointed).

Vermont Free Public Library Commission: Secretary, Julia C. Carter, Montpelier.

Virginia State Library: Librarian, H. R. McIlwaine, Richmond.

Washington State Library Commission: Secretary, J. M. Hitt, Olympia.

Wisconsin Free Library Commission: Secretary, C. B. Lester, Madison.

Wyoming State Library: Librarian, Geneva Brock, Cheyenne.

## LIBRARY PERIODICALS

**The Booklist.** An annotated buying list of current books suitable for small and larger public libraries. Published monthly, except in August and September, by the American Library Association, 78 East Washington St., Chicago. Price \$2.00 a year, 25c a copy.

**Bulletin of the American Library Association.** The official organ of the Association, sent without charge to members only. Published bi-monthly, one issue being the "Proceedings" of the annual conference and another being the Handbook. Additional copies of any number, except the "Proceedings," may be furnished at 50 cents each, and the "Proceedings" at \$2, plus postage.

The following periodicals are not officially connected with the A. L. A.:

**Library Journal.** A semi-monthly exponent of library progress whose volumes constitute a bibliothecal work now recognized as a necessity in every progressive library and as unexcelled in any language. It is published at 62 West Forty-fifth St., New York. The subscription price is \$5 per

year. Special rate to small libraries on application.

**Public Libraries.** A monthly journal dealing with every phase of library progress. It aims to meet the needs of librarians in their every-day work by discussion of library methods, to further general ideas, and to give interesting news from the library field. Published by Library Bureau, 6 North Michigan Ave., Chicago, \$3 per year.

**Special Libraries,** the official organ of the Special Libraries Association, is published monthly, except July and August, and acts as a clearing house for news, articles and comments on the progress of the special library movement and the best methods of organization and procedure. It is managed by an Editor appointed by the Association with the assistance of an Editorial Advisory Board. Subscription rate, including membership in the Association, is \$4 per year. Editor, Adelaide R. Hasse, Office of Asst. Secretary of War, Statistics Branch, Washington, D. C.

## MEMBERS

This list has been prepared at A. L. A. Headquarters, and is, so far as possible, correct to Dec. 1, 1921. The names of honorary members are printed separately, names of libraries and other institutional members in Gothic type and of life members in capitals.

The number following each name is the registration number in the order of joining.

### ABBREVIATIONS

*—died during the year	Dir.—director	Mgr.—manager
Asst.—assistant	Ed.—editor	P.—public
Br.—branch	F.—free	Ref.—reference
Catgr.—cataloger	Inst.—institute	Sch.—school
Child.—children	Jr.—junior	Sr.—senior
Circ.—circulating or circulation	L.—library	Stud.—student
Class.—classifier	Ln.—librarian	Treas.—treasurer
	Mem.—memorial	Trus.—trustee

### HONORARY MEMBERS

Charles William Eliot, LL.D., Cambridge, Mass. 372.

Ezekiel A. Harris, Jersey City, N. J. 2504.

Frank A. Vanderlip, Scarborough-on-Hudson, N. Y. 8747.

A. Herr Smith Memorial L. See Lancaster, Pa.

A. K. Smiley P. L. See Redlands, Calif.

Abbot, Etheldred, asst. in. P. L., Brookline, Mass. 9955.

Abbott, Katherine, catigr. P. L., Omaha, Neb. 9598.

Abbott, Mabel Louise, 1st asst. in charge Music Dept. P. L., Minneapolis, Minn. 5692.

Abel, A. Evelyn, in. Normal Sch. L., Potsdam, N. Y. 9018.

Abel, Clara L., asst. in. Lincoln L., Springfield, Ill. 9672.

Abernethy, Clara L., organizer Iowa L. Commission, Des Moines, Ia. 10004.

Abraham, Effie Gale, class. and asst. Catalog Dept. P. L., Indianapolis, Ind. 6776.

Abrams, Dorothy A., asst. Univ. of North Dakota L., Grand Forks, N. D. 7760.

Abrams, Eva, 53 Robert St., Pittsburgh, Pa. 9906.

Ackerly, Mary Belle, 414 West 118th St., N. Y. City. 5854.

Ackley, Elizabeth, asst. in. Riverside Br. P. L., N. Y. City. 9525.

Ackley, Gabriella, in. Yorkville Br. P. L., N. Y. City. 3533.

Adams, Arthur, in. Trinity Coll. L., Hartford, Conn. 7680.

Adams, Benjamin, Wethersfield, Conn. 2529.

Adams, Edna C., asst. Wis. State Hist. Soc., Madison, Wis. 3357.

Adams, Edward B., in. Harvard Law L., Cambridge, Mass. 4760.

Adams, Ellen Frances, chief Circ. Dept. Dartmouth Coll. L., Hanover, N. H. 6895.

Adams, Florence A., child. in. Riverside Br. P. L., N. Y. City. 9795.

Adams, Ida Elizabeth, in. West Seattle Br. P. L., Seattle, Wash. 9599.

Adams, Jessie F., in. F. P. L., Atlantic City, N. J. 9796.

ADAMS, LETA E., P. L., Cleveland, Ohio. 4352. Life member.

Adams, Minnie F., asst. P. L., Worcester, Mass. 10155.

Adamson, Ruth E., in. High Sch. L., Fond du Lac, Wis. 7193.

Adelbert Coll. L., Western Reserve Univ., Cleveland, O. (George F. Strong, in.) 5631.

Adler, Cyrus, pres. Dropsie Coll. for Hebrew and Cognate Learning, Broad and York Sts., Philadelphia, Pa. 1122.

Adrian (Mich.) P. L. (Margaret F. Jewell, in.) 4763.

Adriance Mem. L. See Poughkeepsie, N. Y.

AHERN, MARY EILEEN, ed. Public Libraries, 6 No. Michigan Ave., Chicago, Ill. 1676. Life member.

Aiken, Gertrude E., in. P. L., Crawfordsville, Ind. 7357.

Aikenhead, Grace D., In. W. T. Grant Co. L., N. Y. City. 10156.

Ainey, Kathleen, 1st asst. Thomas Crane P. L., Quincy, Mass. 8221.

Ainsworth, Elizabeth, In. Hyde Park Br. P. L., Boston, Mass. 10157.

Ainsworth, Harry, trus. P. L., Moline, Ill. 8049.

Akers, Susan G., catlgr. Univ. of N. D. L., Grand Forks, N. D. 6028.

Akron (Ohio) P. L. (Maude Herndon, In.) 4754.

Alabama State Dept. of Archives and Hist., Montgomery, Ala. (Mrs. T. M. Owen, director.) 4092.

Alameda (Calif.) F. P. L. (Marcella H. Krauth, In.) 4275.

Albert, Katherine, 1st asst. Roxbury Br. P. L., Boston, Mass. 9951.

Alden, Bessie M., asst. Ref. Dept. P. L., Providence, R. I. 9925.

Alden, Jessica C., In. State Normal Sch. L., Oneonta, N. Y. 9257.

Aldrich, Florence B., P. L., Lynn, Mass. 9926.

Aldrich, Grace L., child. In. Carnegie L., Pittsburgh, Pa. 7932.

Aldrich, Helen F., asst. Down Town Annex P. L., Detroit, Mich. 9388.

Alexander, Hon. Charles B., Regent Univ. of State of N. Y. and member of Committee on State L. of that Board, 120 Broadway, N. Y. City. 7650.

Alexander, Lena, asst. In. Kings Co. F. L., Hanford, Calif. 10120.

Alexander, Mabel, asst. L. Assoc., Portland, Ore. 8471.

Alexander, Ruth, catlgr. Business Sch. L. Harvard Univ., Cambridge, Mass. 9237.

Alford, Eva, asst. ref. In. P. L., Duluth, Minn. 9600.

Alford, Helena B., ref. In. P. L., Hartford, Conn. 8699.

Allegheny Carnegie F. L. See Pittsburgh, N. S., Pa.

Allen, Abbie L., catlgr. Redwood L., Newport, R. I. 10344.

Allen, Alvoni R., trus. F. P. L., Jersey City, N. J. (Address, 55 Bentley Ave.) 9210.

Allen, Amy, catlgr. Univ. of Ky. L., Lexington, Ky. 5137.

Allen, Anita M., In. St. George Br. and Staten Island Extension Div. P. L., N. Y. City. 8793.

Allen, Carrie S., In. P. L., Milton, Mass. 4063.

Allen, Faith, child. In. P. L., Brooklyn, N. Y. 9673.

Allen, Harriet Luella, catlgr. L. Assoc., Portland, Ore. 4930.

Allen, Mary S., In. The Provident Life and Trust Co. L., Philadelphia, Pa. 8544.

Allen, Mary T., asst. In. P. L., Asbury Park, N. J. 8193.

Allen, Mary Warren, bibliographer Rockefeller Foundation L., N. Y. City. 2430.

Allen, Maude Eliza, In. Board of Education Ref. L., Detroit, Mich. 6917.

Allen, Mrs. Philip Loring, 211 W. Main St., Reedsburg, Wis. 5958.

Alliance Francaise of Chicago L., 406-407 Fine Arts Bldg., Chicago, Ill. 9668.

Allison, Evie, In. Converse Coll. L., Spartanburg, S. C. 7949.

Allison, Gladys B., In. P. L., Waco, Tex. 6247.

Allsebrook, Anna, br. In. P. L., San Diego, Calif. 9080.

Allyn, Edna I., In. L. of Hawaii, Honolulu, T. H. 8933.

Alma Coll. L., Alma, Mich. (Annette P. Ward, In.) 9425.

Alma (Mich.) F. Reading Room and L. (Herman J. Winchell, In.) 9635.

Almond, Nina, catlgr. Leland Stanford Jr. Univ. L., Stanford University, Calif. 9036.

Amann, Dorothy, In. Southern Methodist Univ. L., Dallas, Tex. 7341.

Ambler, Sarah, In. Pub. Documents Office, Washington, D. C. 2796.

AMBROSE, LODILLA, l. research in medicine, Box 918, New Orleans, La. 895. Life member.

American Geographical Society L., Broadway at 156th St., N. Y. City. (John K. Wright, In.) 9046.

American Social Hygiene Assoc. L., 105 West 40th St., N. Y. City. (Janet Melvain, In.) 8028.

Ames, Georgiana, dir. Work with Child. P. L., Minneapolis, Minn. 6444.

Ames, Harriet Howe, Melrose, Mass. 267.

Ames, Lola A., 2624 Oxford St., Philadelphia, Pa. 9258.

Ames, Mary E., In. Norfolk House Centre Br. Fellowes Athenaeum L., Roxbury, Mass. 10158.

Ames, Sara Jane, catlgr. P. L., Cleveland, O. 10044.

Amherst (Mass.) Coll. L. (Robert S. Fletcher, In.) 3514.

Anaconda (Mont.) Hearst F. L. (Elizabeth L. Thomson, In.) 5790.

Anders, Mae C., acting In. Traveling L. Iowa L. Commission, Des Moines, Ia. 10045.

Anderson, Almeda, asst. Circ. Dept. P. L., Providence, R. I. 9797.

Anderson, Amy M., In. P. L., Stevens Point, Wis. 9725.

Anderson, Anna M., child. In. Yesler Br. P. L., Seattle, Wash. 6852.

Anderson, Augusta, child. In. P. L., Seattle, Wash. 8748.

Anderson, Edna E., asst. In. Polytechnic High Sch. L., Long Beach, Calif. 8396.

Anderson, Edwin Hatfield, dir. P. L., N. Y. City. 1083.

Anderson, Elizabeth J., In. South Side Br. P. L., Omaha, Neb. 9798.

Anderson, Esther M., asst. Circ. Dept. P. L., Providence, R. I. 9799.

Anderson, Eunice G., state historian State Historical Dept., Cheyenne, Wyo. 9081.

Anderson, Frank V., asst. In. Bureau of Industrial Research L., 289 4th Ave., N. Y. City. 7217.

Anderson, Mrs. Frank V., 72 Columbia Heights, Brooklyn, N. Y. 5221.

Anderson, John R., bookseller, 31 W. 15th St., N. Y. City. 2944.

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Anderson, Mrs. Merlyn Abbott, In. F. P. L., Beatrice, Neb. 9000.

Anderson (S. C.) Library Association (Mrs. S. W. Geiger, In.) 4094.

Andover, Mass. See Phillips Academy L.

Andrew, Mrs. Kate Deane, In. Steele Mem. L., Elmira, N. Y. 2760.

Andrew, Nell, In. Texas Christian Univ. L., Fort Worth, Tex. 7204.

Andrews, Charles Lincoln, In. Denver Law Sch. L. and special In. Sch. of Commerce, Accounts and Finance, Univ. of Denver, Denver, Colo. 9082.

ANDREWS, CLEMENT WALKER, In. The John Crerar L., Chicago, Ill. 796. Life member.

Andrews, Elsie V., ref. In. Mich. State Normal Sch. L., Ypsilanti, Mich. 4119.

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Andrews, Gertrude H., In. P. L., Morris, Ill. 6001.

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Andrews, Jennie G., In. Memorial L., Westbrook, Me. 10159.

Andrews, Mrs. Vaughn B., asst. Stations Dept. P. L., Indianapolis, Ind. 8353.

Andrews, Winnifred P., asst. P. L., Detroit, Mich. 10046.

Andrus, Gertrude E., buyer, Bookshop for Boys and Girls, Frederick and Nelson, Seattle, Wash. 5116.

Anell, Esther W., catlgr. Univ. of Ill. L., Urbana, Ill. 10389.

Angell, Margaret, asst. East Tech. High Sch. L., Cleveland, O. 9956.

Angvik, Rachel, catalog asst. P. L., Minneapolis, Minn. 9726.

Ann Arbor (Mich.) P. L. (Nellie S. Loving, In.) 4761.

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Annett, Sarah E., In. Washington Irving High Sch. L., N. Y. City. 5952.

Annie Halenbake Ross L. see Lock Haven, Pa.

Ansonia (Conn.) L. (Anne Richards, In.) 4798.

Anthony, Irene B., head catlgr. P. L., Fall River, Mass. 8124.

Appleton, William W., trus. P. L., N. Y.  
City (Address 35 W. 32nd St.) 4554.

Appleton (Wis.) F. P. L. (Florence C. Day, In.) 6572.

Archer, Frances Randolph, In. State Normal Sch., Carnegie L., Athens, Ga. 4708.

Arie, Janet, asst. In. Coe College L., Cedar Rapids, Iowa. 10390.

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Arizona Univ. L., Tucson, Ariz. (Estelle Luttrell, In.) 5015.

Arkansas City (Kan.) P. L., (Mrs. A. B. Ranney, In.) 6130.

Arms, Jessie L., Outlook, Wash. 5201.

Armstrong, Agnes M., Union Theological Seminary L., 120th St. and Broadway, N. Y. City. 4621.

Armstrong, Alice E., In. North Oakland Br. F. L., Oakland, Calif. 5436.

Armstrong, Dorothy W., asst. Circ. Dept. P. L., Providence, R. I. 9800.

Armstrong, Hazel E., Emeline Fairbanks Mem., L., Terre Haute, Ind. 9003.

Arnett, Lonna D., In. Univ. of W. Va. L., Morgantown, W. Va. 4797.

Arney, Mary, In. P. L., Raymond, Wash. 8503.

Arnold, Florence W., sr. asst. Catalog Dept. P. L., Chicago, Ill. 7233.

Arnold, Gladys, classifier, P. L., Chicago, Ill. 7234.

Arnold, Marion L., registrar P. L., Providence, R. I. 10005.

Arntzen, Inga, asst. The Booklist, A. L. A., Chicago, Ill. 9259.

Art Institute, Ryerson L. See Chicago, Ill.

Asbury Park (N. J.) P. L. (Josephine W. Porter, In.) 6131.

Asher and Co., Messrs. A., Behrenstrasse 17, Berlin, Germany. 9579.

Asheville (N. C.) Pack Mem. L. Assn. (Ann Talbot Erwin, In.) 3656.

Ashhurst, John, In. F. L., Philadelphia, Pa. 1678.

Ashley, Frederick W., supt. Reading Room, L. of Congress, Washington, D. C. 6095.

Ashley, Grace, sec'y to In. F. P. L., Newark, N. J. 1992.

Ashley, Mabel, In. P. L., Everett, Wash. 8749.

Ashley, May, In. P. L., Greenfield, Mass. 2031.

Ashman, Katharine C., In. N. J. Zinc Co. L., 160 Front St., N. Y. City. 8545.

Askew, Sarah B., In. N. J. P. L. Commission, Trenton, N. J. 3641.

Atkinson, Lena, asst. Circ. Dept. P. L., Des Moines, Ia. 10047.

Atlanta (Ga.) Carnegie L. (Tommie Dora Barker, In.) 4286.

Atlanta (Ga.) Carnegie L. Training Sch. (Tommie Dora Barker, dir.) 3418.

Atlantic City (N. J.) F. P. L. (Jessie French Adams, In.) 3317.

Attaway, Martha L., asst. P. L., Birmingham, Ala. 9473.

Attleboro (Mass.) P. L. (Mrs. Lucinda Field Spofford, In.) 7326.

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Young, Malcolm O., ref. ln. Amherst Coll. L., Amherst, Mass. 9035.

Young, May A., asst. P. L., Providence, R. I. 10038.

Young, Mrs. Olive Pratt, ln. John Jermain Mem. L., Sag Harbor, N. Y. 6284.

Young, Susanna, ln. in charge Central Lending Div., Carnegie L., Pittsburgh, Pa. 7879.

Young, W. R. K., trus. P. L., San Francisco, Calif. (Address, 230 California St.) 8216.

Youngblood, Dorothy, asst. P. L., Birmingham, Ala. 9511.

Youngstown (Ohio) P. L. (J. L. Wheeler, ln.) 3515.

Yuan, T. L., Livingston Hall, Columbia Univ., N. Y. City. 9394.

YUST, WILLIAM FREDERICK, ln. P. L. Rochester, N. Y. 2407. Life member.

Zachert, Adeline B., dir. Sch. Ls. Dept. of Education, Harrisburg, Pa. 4124.

Zell, Delphine, 7019 Third Ave., N. W. Seattle, Wash. 5437.

Zeller, Helen C., child. in. East End Br. P. L., Cincinnati, Ohio. 8442.

Zetterberg, Ebba E., child. ln. East Liberty Br. Carnegie L., Pittsburgh, Pa. 10398.

Ziegler, Jane K., sr. asst. P. L., St. Paul, Minn. 8896.

Ziegler, Mildred S., ref. asst. P. L., Youngstown, Ohio. 9378.

Zinkie, Marjorie, 6274 19th Avenue N. E., Seattle, Wash. 8465.

Zolin, Etta, ln. Lapham Park Br. P. L., Milwaukee, Wis. 7648.

Zurich (Switzerland) Zentralbibliothek (Herman Escher, ln.) 9426.

## NECROLOGY

The following list, prepared by Mrs. Henry J. Carr, is the necrological record of A. L. A. members, 1921.

The number following the year of enrollment is that of accession in the numerical registration of the Association.

James L. Autry, trus. Public Library, Houston, Texas, died Sept. 28, 1920. He joined the A. L. A. in 1919 (No. 8125).

Jessie E. Bishop, former head Circulation Department, State College Library, Pullman, Wash., died Dec. 14, 1920. She joined the A. L. A. in 1916 (No. 7006) and attended the conference of 1917.

Joseph F. Daniels, Librarian Public Library, Riverside, Calif., died September 17, 1921. He joined the A. L. A. in 1907 (No. 4151) and attended the conferences of 1907, '11, '14, '15, '17.

Elizabeth B. Faucon, custodian Reading Room Pratt Institute Free Library, Brooklyn, N. Y., died September 15, 1921. She joined the A. L. A. in 1920 (No. 8900).

John W. Jordan, Librarian Historical Society of Pennsylvania, Philadelphia, Pa., died June 12, 1921. He joined the A. L. A. in 1906 (No. 3565).

Mrs. Frederick J. Libbie, 35 Allston St., Dorchester Center, Mass., died Feb. 22, 1921. She joined the A. L. A. in 1903 (No. 2868) and attended the conferences of 1903, '06, '09, '12, '14.

Charles McCarthy, chief librarian Legislative Reference Library, Madison, Wis., died March 26, 1921. He joined the A. L. A. in 1903 (No. 2815) and attended the conferences of 1903, '06.

Frank P. Montfort, Librarian Carnegie Library, Greenburg, Ind., died July 25, 1920. He joined the A. L. A. in 1919 (No. 8770).

Mrs. Thomas L. Montgomery, Harrisburg, Pa., died Oct. 16, 1921. She joined the A. L. A. in 1906 (No. 3831) and attended the conferences of 1903, '06, '12, '13, '18.

John Grant Moulton, Librarian Public Library, Haverhill, Mass., died July 8, 1921. He joined the A. L. A. in 1893 (No. 1172) and attended the conferences of 1893, '96, 1900, '01, '02, '03, '06, '07, '08, '09, '11, '12, '13, '16, '17, '18.

Benonine Muse, assistant reference librarian Univ. of Texas Library, Austin, Tex., died July 9, 1921. She joined the A. L. A. in 1919 (No. 8276) and attended conference of 1919.

Edward J. Nolan, Librarian Academy of Natural Sciences Library, Philadelphia, Pa., died Jan. 7, 1921. He joined the A. L. A. in 1876 (No. 6) and attended the conferences of 1876, '77, '79, '81, '83, '85, '86, '87, '89, '91, '92, '93, '97 '98, '99, 1905, '06, '07, '09, '13, '14, '16 and London 1897.

Eunice Rockwood Oberly, Librarian Bureau of Plant Industry, Department of Agriculture, Washington, D. C., died November 5, 1921. She joined the A. L. A. in 1906 (No. 3713) and attended the conferences of 1906, '14, '19, '21.

Elizabeth Patton, general assistant Public Library, Detroit, Mich., died Feb. 5, 1921. She joined the A. L. A. in 1920 (No. 9138) and attended the conference of 1920.

Robert M. Pollock, president Library Board, Public Library, Fargo, N. D., died October 19, 1920. He joined the A. L. A. in 1920 (No. 9249).

Thomas R. Proctor, Utica, N. Y., died July 4, 1920. He joined the A. L. A. in 1919 (No. 8177).

M. Taylor Pyne, chairman New Jersey Public Library Commission, Princeton, N. J., died April 22, 1921. A life member of the A. L. A. He joined the Association in 1905 (No. 3463) and attended the conferences of 1916, '19.

J. G. Rosengarten, former chairman of Trustees Committee, University of Pa., Philadelphia, Pa., died January 14, 1921.

He joined the A. L. A. in 1901 (No. 2169) and attended the conference of 1876.

Elizabeth E. Rule, 80 Franklin St., Lynn, Mass., died April 19, 1921. She joined the A. L. A., in 1904 (No. 3054) and attended the conferences of 1876, '79, '87, 1902, '06, '09, '12.

Tomo-Saburo Sano, chief librarian Public Library, Yamaguchi, Japan, died May 13, 1920. He joined the A. L. A. in 1906 (No. 3935) and attended the conference of 1915.

May Seymour, editor of Decimal Classification, Lake Placid Club, N. Y., died June 14, 1921. She joined the A. L. A. in 1890 (No. 777) and attended the conferences of 1890, '92, '93, '94, '98, 1902, '06, '12, '18.

Thomas H. Smith, chief cataloger Free Public Library, New Haven, Conn., died March 13, 1921. He joined the A. L. A. in 1916 (No. 6872).

Mrs. Emma Stechert, 62 Pierrepont St., Brooklyn, N. Y., died December 1, 1920. She joined the A. L. A. in 1894 (No. 1296) and attended the conferences of 1892, '94, '96, 1903, '05, '06, '07, '08, '09, '11, '15, '16, '19.

Mary B. Swanwick librarian Free Public Library, Joplin, Mo., died Jan. 25, 1921. She joined the A. L. A. in 1904 (No. 2998) and attended the conference of 1917.

Lindsay Swift, editor Library Publications, Public Library, Boston, Mass., died September 11, 1921. He joined the A. L. A. in 1887 (No. 643) and attended the conferences of 1887, 1902, '06, '21.

Margaret M. Whiteman, librarian Carnegie Free Library, Connellsville, Pa., died

January 23, 1921. She joined the A. L. A. in 1915 (No. 6528).

The following persons had formerly belonged to the Association, although not members at the time of their death:

Charles R. Dudley, former librarian Public Library, Denver, Colo., died Feb. 23, 1921. He joined the A. L. A. in 1886 (No. 524) and attended the conferences of 1887, '88, '89, '90, '91, '92, '94, '95, '97, '99, 1902, '03, '04, '06, '07, '08, '09, '10, '11.

Mrs. S. J. Humeston, children's librarian Public Library, Utica, N. Y., died January 10, 1921. She joined the A. L. A. in 1904 (No. 3026) and attended the conference of 1906.

W. P. Payne, formerly president Board of Trustees, Public Library, Nevada, Iowa, died October 21, 1921. He joined the A. L. A. in 1901 (No. 2374) and attended the conference of 1901.

Mrs. Charles B. Smith, former librarian Public Library, Pullman, Chicago, Ill., died December 3, 1920. She joined the A. L. A. in 1891 (No. 933) and attended the conference of 1893.

Charles Delamater Vail, librarian Hobart College Library, Geneva, N. Y., died July 25, 1921. He joined the A. L. A. in 1890 (No. 785) and attended the conference of 1890.

Edward Harmon Virgin, former librarian General Theological Seminary Library, New York City, died Nov. 14, 1920. He joined the A. L. A. in 1900 (No. 2091) and attended the conferences of 1900, '02, '03, '06, '19.

Nina T. Waddell, La Jolla, Calif., died June 22, 1921. She joined the A. L. A. in 1901 (No. 2125) and attended the conferences of 1901, 1911.

# BULLETIN

OF THE

# AMERICAN LIBRARY ASSOCIATION

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VOL. 15, No. 6

CHICAGO, ILL.

NOVEMBER, 1921

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## ANNOUNCEMENT

## MID-WINTER

## MEETINGS

Chicago, December 29, 30, 31, 1921

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PUBLISHED SIX TIMES A YEAR.

FREE TO MEMBERS.

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Act of Congress of July 16, 1894. Acceptance for mailing at special rate of postage  
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## MID-WINTER MEETINGS

Chicago, December 29, 30, 31, 1921

THE MIDWINTER MEETINGS will be held at the Hotel Sherman, Chicago, December 29, 30 and 31.

There will be

- Two executive sessions and one open session of the A. L. A. Council
- Two meetings of the League of Library Commissions (one of them open to non-members)
- One meeting of the Bibliographical Society of America
- Two or more meetings of the Executive Board
- A meeting of the Editorial Committee
- A meeting of the Committee on Education
- And informal round table conferences of
  - University librarians
  - College librarians
  - Normal school librarians.

## TENTATIVE PROGRAMS

## A. L. A. COUNCIL

First Session, Thursday, Dec. 29, 10 A. M.

(For Council Members)

10:00—10:30 Affiliation of state associations.

Other business.

10:30—12:30 Subject: Library Revenues.

Definite proposals will be submitted by S. H. Ranck, chairman of the Committee on Library Revenues.

Discussion led by Hiller C. Wellman.

Second Session, Thursday, Dec. 29,

2:30 P. M.

(For Council Members)

2:30—3:00 Council business.

3:00—5:00 Subject: Functions of A. L. A. Committees.

Recommendations will be submitted by Carl B. Ro-

den, chairman of the Committee on Committees.

Discussion opened by W. W. Bishop.

Third Session, Friday, Dec. 30, 10 A. M.

(Open to all members of the A. L. A.)

10:00—11:30 Subject: Certification.

Recommendations will be submitted by the Committee on National Certification and Training.

Discussion opened by Paul M. Paine.

11:30—12:30 Subject: Copyright Legislation.

Discussion opened by Dr. M. L. Raney, chairman of the Committee on Book Buying, and Frederic G. Melcher, secretary National Association of Book Publishers.

## BIBLIOGRAPHICAL SOCIETY OF AMERICA

Friday, Dec. 30, 8 P. M.

Frederic Ives Carpenter, trustee of the Newberry Library, will speak on the photographic reproduction of rare books and manuscripts.

Pierce Butler, custodian, The John M. Wing Foundation, Newberry Library, will speak on the typographical library, the scope of its collection, its anticipated activity in the future and some of its acquisitions.

John C. Bay, of The John Crerar Library, will speak on rare and fine imprints of Chicago.

(Arrangements for this meeting are being made by a committee consisting of George B. Utley, M. G. Wyer and Dr. A. H. Shearer.)

**COLLEGE LIBRARIANS OF THE  
MIDDLE WEST****Friday, Dec. 30, 2:30 P. M.**

Topics for discussion (all tentative):

A talk on the college library from the standpoint of the president, by some representative of the Association of American Colleges.

Building up of a college library outside of the immediate book needs of the instructor.

How can the college library management help to stimulate research work on the part of the student?

Relation of the college librarian to the college faculty.

How to make best use of pamphlets.

Apportionment of the book fund among departments.

First editions in a college library.

Library deposit system to cover fines.

Use of student help.

Exchange of periodicals and magazines.

How to avoid loss of books and yet allow access to the stacks.

Creation of a desire for reading among college students.

**Joint Session with the University  
Librarians****Saturday, Dec. 31, 10 A. M.**

(Chairman, Ada M. Nelson, Knox College Library, Galesburg, Ill.)

**COMMITTEE ON EDUCATION****Saturday, Dec. 31, 2:30 P. M.**

Miss Harriet Wood of St. Paul, chairman of the Committee, is arranging an important meeting. Members or other representatives of state education committees are urged to attend.

One of the Normal School Librarians' sessions will be in the nature of a joint session with this Committee.

**LEAGUE OF LIBRARY COMMISSIONS****Friday, Dec. 30, 2:30 P. M.**

(Open Meeting)

School and public library co-operation as exemplified in Minnesota.

Use of phonograph records in educational work.

Annual reports of officers and committees.

**Saturday, Dec. 31, 10 A. M.**

(For commission workers and officials only).

Transaction of business of annual meeting.

Informal discussion of problems of commission workers.

(President, William R. Watson, New York State Education Department, Albany, N. Y.)

**NORMAL SCHOOL LIBRARIANS****Friday, Dec. 30, 2:30 P. M.**

Conference with State Supervisors of School Libraries.

School libraries and school success, by O. S. Rice, Supervisor of School Libraries of Wisconsin.

Fitting library service to school needs, by Della Frances Northey, School Library Organizer, Indiana Public Library Commission.

The Pennsylvania program for school libraries, by Adeline B. Zachert, Director of School Libraries of Pennsylvania.

The work in Minnesota, by Harriet A. Wood, Supervisor of School Libraries of Minnesota.

Round table discussion.

**Saturday, Dec. 31, 10 A. M.**

Children's Literature and Library Science.

Standards in children's literature, by Charles M. Curry, Professor of Literature, Indiana State Normal School, and Chairman of the Indiana Education Commission.

Maximum results and minimum instruction, by Mrs. Winifred L. Davis, University of Wisconsin Library School.

The normal school library and children's reading, by Bertha Hatch, Librarian-teacher, Cleveland School of Education.

Round table discussion.

(Chairman, Arthur C. Cunningham, Indiana State Normal School, Terre Haute, Ind.)

**UNIVERSITY LIBRARIANS**  
**Joint Session with College Librarians**

Saturday, Dec. 31, 10 A. M.

Experiences in book-buying in Europe, by W. W. Bishop.

Messages from Book Buying Committee. Report from Committee on Co-operative Cataloging.

After-the-war atlases.

Saturday, Dec. 31, 2:30 P. M.

(For librarians and members of the staffs of University libraries.)

Pamphlets and the vertical file.

Care of maps, prints, pictures and slides—by library or department interested?

Arrangement, classification and cataloging of government documents.

Reserve book collections.

What shall be included in the annual report?

College catalogs—their preservation and service.

(Chairman of Committee on Arrangements, T. W. Koch, Northwestern University Library, Evanston, Ill.)

**HOTELS**

Headquarters will be at the Hotel Sherman (corner Randolph and Clark) and all meetings will be held there.

Reservation should be made directly with the hotel and as early as possible as the hotels are likely to be crowded at this time of the year.

The rates at the Hotel Sherman are:

One Person	Per Day
Room without bath.....	\$2.00 to \$ 2.50
Room with private bath.....	3.00 to 6.00

Two Persons	Per Day
Room without bath.....	\$ 4.00
Room with private bath.....	\$5.00 to 10.00

There are many other good hotels within reasonable distance of the Sherman.

Information about restaurants and tea rooms in the vicinity of the Sherman may be obtained at the Information Bureau.

**REGISTRATION**

A registration desk will be maintained at the Sherman. All persons attending the meetings are asked to register there on arrival.

**INFORMATION BUREAU**

The Chicago Library Club will maintain an Information Bureau at the Sherman. It will be prepared to furnish information about Chicago libraries, theatres, lectures, operas, etc.

**TENTATIVE SCHEDULE OF MEETINGS**

	Morning 10-12:30	Afternoon 2:30-5:00	Evening 8:00-10:30
Wednesday Dec. 28		Executive Board	
Thursday Dec. 29	A. L. A. Council	A. L. A. Council	Editorial Committee
Friday Dec. 30	A. L. A. Council	College Librarians League of Library Commissions Normal School Librarians	Bibliographical Society of America
Saturday Dec. 31	League of Library Commissions Normal School Librarians University and College Librarians—Joint Session Executive Board	Committee on Education University Librarians	

## A. L. A. FINANCIAL REPORTS

## Treasurer's Report for January 1 to October 31, 1921

## GENERAL FUNDS

## Receipts

Balance, January 1.....	\$ 7,389.45
Membership—Annual dues .....	13,506.80
Life memberships .....	550.00
War Funds (for year 1921).....	8,300.00
Income—Carnegie Endowment Fund .....	2,000.00
Income—Trustee's Endowment Fund .....	196.96
Interest .....	173.77
	<u>\$32,116.98</u>

## Expenditures

Bulletin .....	\$ 4,470.75
Conference .....	1,225.33
Committee .....	940.87
Salaries .....	13,387.90
Additional Service.....	1,028.32
Supplies .....	843.76
Postage, telephone and telegraph .....	474.39
Miscellaneous .....	489.24
President's contingent fund .....	68.97
Travel .....	657.18
Publishing Board.....	2,000.00
Trustees' Endowment Fund .....	550.00
	<u>26,136.71</u>
Balance, October 31....	\$ 5,730.27
Permanent balance National Bank of the Republic .....	250.00
	<u>5,980.27</u>
	<u>\$32,116.98</u>

## PUBLISHING FUNDS

## Receipts

Balance, January 1.....	\$ 1,956.24
A. L. A. Income—Carnegie Endowment Fund .....	2,000.00
Sale of Publications.....	15,926.36
Sale of books (Review copies).....	1,170.00
Interest .....	7.95
	<u>\$21,060.55</u>

## Expenditures

Salaries .....	\$6,203.64
Printing Booklist.....	3,725.13
Advertising .....	536.61
Express and postage.....	942.71
Supplies .....	942.01
Incidentals .....	513.87
Travel .....	406.23
Publications .....	6,361.92
Auditing .....	76.00
	<u>19,707.12</u>
Balance, October 31.....	<u>1,353.43</u>
	<u>\$21,060.55</u>

## WAR FUNDS

## Receipts

Balance, January 1.....	\$ 72,815.62
United War Work Campaign.....	107,933.75
Refund from Enlarged Program.....	21,111.51
Books for Everybody Fund for Hospital Work .....	312.50
Books for Everybody Fund Books for the Blind.....	578.33
	<u>\$202,751.71</u>

American Security and Trust Co., Washington, D. C., balance account .....	\$202,751.71
Interest—Liberty Bond coupons.....	433.71
U. S. Government Cert. of Indebtedness .....	1,231.25
Interest Government Cert. of Indebtedness .....	25,011.21
Interest on bank balance, January—October, inclusive.....	676.29
Miscellaneous (including sale of equipment) .....	1,224.49
	<u>9,359.43</u>

## Expenditures

\$240,688.09

Headquarters .....	\$ 8,300.00
Books for Blind.....	1,150.20
Hospitals .....	49,122.25
Paris .....	16,555.05
Coblenz .....	3,115.98
Philippine Islands.....	878.63
Siberia .....	933.64
Merchant Marine.....	2,336.69
Navy .....	11,250.00
Miscellaneous .....	9,896.56
	<u>103,539.00</u>
U. S. Gov. Cert. of Indebtedness .....	\$25,011.21
Transferred to Books for Everybody Fund for Books for the Blind .....	1,026.00
American Library in Paris for Endowment .....	25,000.00
	<u>51,037.21</u>

\$154,576.21

Cash on hand, October 31 .....	\$52,537.34
Liberty Bonds and War Savings Stamps (par value) .....	31,585.75
Librarians and Agents .....	1,988.79
	<u>86,111.88</u>

## BOOKS FOR EVERYBODY FUND

## Receipts

Total contributions received to December 31, 1920, inclusive.....	\$51,229.99
New cash contributions and payments on pledges .....	11,500.72
Transfer from Campaign Fund .....	1,626.97
Transfer from War Funds for Books for Blind .....	1,026.00
Interest .....	\$508.33
Less exchange .....	14.59
	<u>493.74</u>

## Expenditures

\$65,877.42

Refunds to War Funds final payment on loan .....	\$15,074.31
Immigrant Publication Society .....	2,000.00
Transferred to Campaign Fund (deposited in Books for Everybody Fund in error) .....	1,197.43
Trustees of the Endowment Fund:	
Cash .....	\$19,447.21
Liberty Bonds 1,000.00	20,447.21
Refunds on pledges .....	1,404.31
	<u>40,123.26</u>

		40,123.26
Salaries . . . . .	1,834.62	
Books for the Blind . . . . .	1,615.53	
Recruiting Committee . . . . .	100.00	
Printing and Publishing Supplies, postage, travel and miscellaneous . . . . .	318.20	
Transfers for Merchant Marine . . . . .	572.99	
Coast Guard . . . . .	5.02	
Hospitals . . . . .	312.50	2,745.52
		7,186.86
Balance on hand, October 31 . . . . .		\$47,310.12
		18,567.30
		\$65,877.42

**Note:** The expenditures may be divided among the different departments or kinds of work as follows:

Library Extension . . . . .	\$ 932.51
Booklists, Reading Courses, Book Publicity . . . . .	1,186.84
General library publicity . . . . .	395.62
Books and work for the Blind . . . . .	1,615.53
Recruiting . . . . .	310.84
Merchant Marine . . . . .	2,428.00
Hospitals . . . . .	312.50
Coast Guard . . . . .	5.02
	\$7,186.86

#### EXECUTIVE BOARD ACTION

The following is a brief summary of the important business transacted by the Executive Board at its Swampscott meetings and by correspondence since that time:

##### June 20 and 22

On the recommendation of the Finance Committee, the following audits made by Marwick, Mitchell & Co., were formally approved:

- (1) American Library Association—General Funds, July 1, to December 31, 1920.
- (2) War Funds, October 1 to December 31, 1920.
- (3) Committee on Enlarged Program, July 29 to December 31, 1920.
- (4) Books for Everybody Fund, July 1 to December 31, 1920.
- (5) First and Second War Service Funds, August 1, 1917, to December 31, 1920.
- (6) American Library Association—Financial Statement on all activities, as of December 31, 1920.

The sum of \$3,000 was appropriated from War Service Funds for library work in the Navy.

The secretary was instructed to edit the Proceedings in accordance with the following proposals in so far "as conditions make it seem desirable":

1. Omit from the Proceedings all the papers printed in the library periodicals;
2. Summarize all papers which permit of such treatment;
3. Omit material already printed in the Bulletin;
4. Reports of General Sessions and Council meetings to be strictly edited and only matter of importance printed;
5. The same principle to apply to the reports of Sections;
6. Definite limit to be placed on the space allotted to affiliated societies.

It was voted that the reports published for the conference be not reprinted in the Proceedings.

A communication concerning the status of librarians under the immigration law was referred to the Committee on International Relations for action.

##### June 26

The newly elected members, in accordance with section 11 of the Constitution, were divided into two equal classes and it was determined by lot that Miss Countryman and Mr. Godard should serve for three years and that Mr. Meyer and Mr. Roden should serve for four years. Miss Margaret Mann was appointed for a term of one year to fill the vacancy on the Executive Board, created by Mr. Root's election to the presidency. (Other business transacted at this session was routine, including the appointment of committees which have already been announced.)

##### Correspondence Votes

W. W. Bishop of the University of Michigan was appointed delegate from the American Library Association to the meeting of The Library Association in Manchester, commencing September 12th.

A statement on the Fordney Tariff Bill was approved by the Executive Board. This statement has since been printed in the library periodicals over the signatures of the chairmen of the Committee on Federal and State Relations and the Book Buying Committee.

W. Dawson Johnston of St. Paul was

recommended as librarian to the Board of Trustees of the American Library in Paris, Inc.

The books and equipment which were being held for the merchant marine library service and the A. L. A.'s responsibility for that service were transferred to the American Merchant Marine Library Association. An appropriation of \$5,000 from War Funds was made to the American Merchant Marine Library Association to be used at the discretion of that Association for library service to merchant marine vessels.

The new by-laws adopted at Swampscott require the Executive Board to fix the annual dues of those members who wish to receive the Handbook and the Proceedings. In accordance with this provision, the Executive Board voted that after 1921 the annual dues of members receiving the Handbook and Proceedings should be \$4.00.

The Board voted that after 1921 the Booklist should not be sent free to institutional members but only on the regular subscription basis.

On the recommendation of the secretary the Executive Board voted to make the following transfers in the General Funds budget:

\$ 25.33 from Salaries to Conference,  
\$150.00 from Salaries to Supplies,  
\$200.00 from Salaries to Miscellaneous.

#### THE A. L. A. AND OTHER ORGANIZATIONS

The American Library Association has been represented at various conferences and meetings of national organizations during the last few months.

Miss Edna I. Allyn, Honolulu, by appointment of the Executive Board, represented the A. L. A. at the Congress on Education, August 11, 1921, in Hawaii.

At the American Prison Association meeting in Jacksonville, Florida, the Association was represented by J. F. Marron of the Jacksonville Public library.

Miss Emily Van Dorn Miller of New Orleans represented the A. L. A. at the meetings of the American Country Life Association and other affiliated groups in New Orleans on November 7-12. Copies of the leaflet "A County Library" were distributed and the county library exhibit was hung in the St. Charles Hotel.

Miss Margaret Dunlap of the Chattanooga Public library was the A. L. A.'s representative at the Southern Co-operative League which met in that city November 6-9. Here also the county library exhibit was shown and the county library leaflets distributed.

Miss Claribel R. Barnett of Washington, second vice-president of the A. L. A., represented the Association at a conference in Washington for the discussion of the Towner-Sterling Educational Bill.

On invitation of the Secretary of War, the Association was represented at the ceremonies attending the burial of the Unknown Dead in Washington on November 11th by J. I. Wyer, Dr. Herbert Putnam, H. H. B. Meyer, Dr. George F. Bowerman and L. L. Dickerson.

The relations of the A. L. A. with other national organizations are indicated also by our co-operation with the booksellers, publishers and Boy Scouts of America in Children's Book Week, with the Thrift Week organization in its annual observance of Thrift Week, and by our relations with the N. E. A. and the American Legion in the celebration of American Education Week.

We have also been co-operating with the President's Unemployment Conference Committees by obtaining information for those committees about library buildings in course of construction.

The new interest in rural problems makes the county library an institution of strategic importance, co-operating with the schools, the county farm bureaus, the agencies for rural health and so on. Elizabeth Kemper Adams, Women Professional Workers, Macmillan.

# BULLETIN

## OF THE

# AMERICAN LIBRARY ASSOCIATION

Issued in  
January, March, May, July, September and  
November

There is no subscription price and the  
Bulletin is sent only to members of the  
Association.

### AMERICAN LIBRARY ASSOCIATION

President—Azariah S. Root, Oberlin College Library, Oberlin, O.  
First Vice-President—Samuel H. Ranck, Grand Rapids Public Library.  
Second Vice-President—Claribel R. Barnett, U. S. Dept. of Agriculture Library.  
Treasurer—Edward D. Tweedell, The John Crerar Library, Chicago.  
Executive Board—The president, vice-presidents, treasurer and Gratia A. Countryman; John Cotton Dana; George S. Godard; Margaret Mann; H. H. B. Meyer; Carl B. Roden; Edith Tobbitt; George B. Utley.  
Secretary—Carl H. Milam, 78 E. Washington St., Chicago.  
Executive offices—78 E. Washington St., Chicago.

**B**USINESS is good. The sales of A. L. A. publications from January 1 to October 31, 1921, were 58.6% greater than for the same period of 1920.

**T**HREE are now 5,270 members of the American Library Association. Last year at this time there were 4,464. The net gain is 806.

The total membership as reported in the Handbooks for ten years and the net gains each year are shown in the following table:

Year	Total Membership	Net gain over previous year
1912.....	2,365	319
1913.....	2,563	198
1914.....	2,905	342
1915.....	3,024	119
1916.....	3,188	164
1917.....	3,346	158
1918.....	3,380	34
1919.....	4,178	798
1920.....	4,464	286
1921.....	5,270	806

It will be seen that last year brought a

larger net gain in members than any previous year.

The new Membership Committee, of which William J. Hamilton of Indianapolis is chairman, has already launched an energetic membership campaign for 1922. The chairman is seeking the active help of A. L. A. members in each state and province in order that no opportunity of bringing the A. L. A. to the attention of prospective members will be lost.

There are probably three or four times as many library workers in the United States and Canada as there are members of the A. L. A., and there are many thousands of library trustees. Certainly our membership should go much beyond its present mark.

**T**HE new constitution and by-laws adopted in 1921 at Swampscott provide a new basis of membership.

Those who wish to receive the Bulletin, including the Handbook and Proceedings, will pay four dollars a year.

Those who wish to receive the Bulletin, not including the Handbook and Proceedings, will pay two dollars a year.

In either case, new members are required to pay a one dollar initiation fee the first year.

Institutional members, five dollars a year, including the Bulletin with Handbook and Proceedings.

Life members, fifty dollars.

Contributing members, twenty-five dollars a year.

Sustaining members, one hundred dollars a year.

Contributing and sustaining members may be individuals, institutions or organizations.

**T**HE Papers and Proceedings for 1921 have at last been distributed. Members will be disappointed to discover how many excellent papers read at the Swampscott conference have not been included in this volume. They were left out solely on account of the expense.

It is hoped that the new basis of membership and the constantly increasing number of members will enable us to issue a volume of Proceedings in 1922 which will truly and adequately represent the work of the conference and the work of the committee.

The Handbook for 1921 is in the hands of the printer and should be mailed soon.

NATIONAL Thrift Week will be observed on January 17 to 23. It is fostered by the Y. M. C. A. with forty-one other national organizations, including the American Library Association.

The libraries and booksellers are asked by the national committee to feature (especially on the first day, which is Franklin's birthday) Franklin's life, under the slogan "Franklin made books, but Books made Franklin."

The A. L. A. will issue early in December a short list of books and pamphlets on thrift, compiled by a librarian of one of the Federal Reserve Banks. It will be a reading list for distribution by libraries in their own communities. Specific announcements will be made later.

AT THE meetings of the Council in December questions which involve the policies of the Association will be presented in the form of committee reports, accompanied by resolutions embodying the judgment of the committee. These the Council will be asked to consider, and adopt or reject. So far as possible the resolutions proposed by the committees will be submitted to the members of the Council in advance of the meeting. Because of the seriousness of the business which is to come before the Council at the Mid-Winter sessions the President of the Association is urging a full attendance.

What publications are needed? All suggestions received in time will be presented to the Editorial Committee on December 29th.

## SALE, EXCHANGE, WANTS, OFFERS

Any library member of the Association may insert, without cost, a ten-line notice of books or periodicals wanted, for sale or exchange.

### WANTS

#### Cossitt Library, Memphis, Tenn.

Blackwood's Magazine, v. 136, May, 1884; v. 189, July, 1911.

Canadian Magazine, Jan., Feb., June, Sept., 1910, Mar., 1911, and Dec., 1913.

Home Progress, Nov., 1915.

National Magazine, Sept., 1912.

New England Magazine, Sept., 1914.

Overland Monthly, Dec., 1913.

#### Providence (R. I.) Public Library

Advertising and Selling, Oct. 30; Nov. 27, 1920.

American Drop Forger, Dec., 1920.

American-Scandinavian Review, v. 2.

Garden Magazine, v. 1, nos. 1-2; v. 2, nos. 1, 3, 5.

Harper's Weekly, 1897, July-Dec.

House Beautiful, July, 1920.

New Republic, index v. 22.

#### American Library Association, 78 E. Washington St., Chicago.

The Booklist, v. 17, nos 2 and 7.

### FOR SALE OR EXCHANGE

#### Hackley Public Library, Muskegon, Mich.

Has a large quantity of unbound duplicate periodicals, such as Harper's, Scribner's, Ladies' Home Journal, North American Review, Outlook, and many others, in some cases extending back to 1870. It will be glad to dispose of these at a reasonable price. Any library interested should send a list of its wants promptly.

#### University of Pennsylvania Library, Philadelphia.

Atlantic Monthly, 1862-1916, nearly complete, unbound.

### OFFERS

Durant Drake, Vassar College, Poughkeepsie, N. Y., offers a limited number of copies of his book, *Shall We Stand by the Church?* to libraries. The book is a 1920 Macmillan publication, and sells for \$2.00 in book stores. Requests for copies, with twenty cents to cover cost of postage and wrapping, should be addressed to the author.

**FACTS FOR TRUSTEES**

From many parts of the country are coming an increasing number of inquiries regarding library work with children. Many of these are requests for lists of books for first purchase; others for best books in certain classes; some are rather pathetic requests for books for children in rural districts without library facilities; many have to do with organization, re-organization or administration of children's rooms or departments; some want to know what other libraries are doing for their children. Requests for help in finding a children's librarian are of frequent occurrence.

Daily consideration of the needs of those who write or come to Headquarters to confer regarding children's work makes evident an ever-increasing activity in it by libraries and a widely aroused consciousness on the part of the general public.

**W**HAT proportion of total public expenditures should public library trustees claim for their libraries? What are the duties of library trustees?

These and other questions of interest to every library trustee were discussed at the Trustees Section of the American Library Association at its 1921 meeting in Swampscott. Discussions have been briefly reported in the A. L. A. Proceedings just issued.

At a meeting of the Council there was extended discussion of the question of library revenues. W. O. Carson, provincial superintendent of Public Libraries, Toronto, Ontario, explained the Public Libraries Act of 1920, which provides that a library board may "cause a tax to be levied to the extent of that rate on the dollar of taxable assessment that will yield 50 cents per capita of the population of the constituency to be served." He explained the new principle of taxation which this law established.

Samuel H. Ranck of Grand Rapids, dis-

cussed the application of this principle to American libraries, and supplemented his remarks with a tabulation showing the per capita income from city taxes for a group of American libraries.

William J. Hamilton in the same session gave his opinion on the advisability of giving public library boards power to levy library taxes.

An excellent digest of library legislation for 1921 in the various states is found in Mr. William F. Yust's report as chairman of the Committee on Legislation. Library board members who are interested in library legislation will learn from this digest what the tendencies are in library development throughout the United States.

Every trustee will find it interesting to read these articles in the Proceedings and especially to check up his own library against the figures given for other libraries.

**A**MERICAN Education Week will be observed by the American Legion and the National Education Association on December 4-10. Many other national organizations, including the American Library Association, are co-operating with these two organizations.

Every effort will be made to keep the primary importance of education before the people during this week. In the accomplishment of this purpose the library is an important factor. The officers of the two associations are asking for the help of library commissions, state libraries and local libraries. Copies of a four-page leaflet will be sent to any library on request. The communication should be addressed to the N. E. A. at 1201 Sixteenth Street N. W., Washington, D. C.

Many libraries will welcome the opportunity which American Education Week offers for doing a good turn for the schools, and will find in the observance of the week an opportunity also to popularize the kind of education which the library is equipped to furnish.

## Children's Books for Christmas Presents

By Sarah C. N. Bogle

A buying list for parents and others who make gifts to children.

One hundred titles with prices and brief descriptive notes. Attractively printed in two colors.

Your imprint will appear on title page. No credit will be given to compiler or publisher. It will be *your* list.

Prices with your own imprint  
 100 copies...\$3.00 500 copies...\$11.00  
 250 copies... 6.00 1,000 copies... 20.00  
 Postage or express extra

## The United States

By Theresa Elmendorf

A short reading list of popular books on American history, government, ideals and literature; description of the country and special regions; American resources, opportunities and occupations; lives of some interesting Americans; some fifty titles of historic and characteristic fiction. Equally valuable for work with native and foreign born. Teachers, social workers and members of various committees will appreciate receiving the list from your library.

### Prices

With A. L. A. imprint	With your imprint
Single copies...\$.20	100 copies ..\$.5.50
25 copies ..... 2.00	500 copies .. 24.00
50 copies ..... 3.00	1,000 copies .. 45.00
Postage extra	

## Exhibit on Children's Reading

Ten panels, 20x26 inches in size, printed on heavy gray cover stock. Fourteen photographs are mounted on the panels. Suitable for exhibition at any meeting or in any place where people interested in children will see it.

Ten panels, \$10.00. Postage extra.

**American Library Association**  
 78 East Washington Street  
 Chicago, Illinois

## Now Being Printed

### Plays of Today

By Francis K. W. Drury

One hundred of the best modern dramas. A reading list for the lover of literature, the theatre-goer and the average student. Only full length recent plays are included. Grouped by subject. Notes give number of characters and settings. Date indicates first production or printing. Title index. Useful as a buying list, for the guidance of the library staff, for classes of English, for members of drama leagues and drama clubs, and for the general reader. 32 pages.

### Prices

Single copies...\$.15	50 copies ..\$.5.50
10 copies ..... 1.35	100 copies ..... 10.00
25 copies ..... 3.00	500 copies ..... 45.00

Postage extra

## Ready Soon

### Reading List on Thrift

Thrift Week will be observed January 7th to 23rd. A short list of books and pamphlets on Thrift, suitable for distribution from any library—school, college, public or special—will be published early in December.

Further announcements later. Write if you are interested.

## A Suggestion

### The Booklist

Has been formally approved by the Library Department of the N. E. A. and the National Council of Teachers of English, for use in high school libraries and in English classes. Members of the A. L. A. are asked to pass this word along to the school people.

Subscription price \$2.00 a year.

**American Library Association**  
 78 East Washington Street  
 Chicago, Illinois

## *A Message from the President*

Two forms of help every administration needs in order to be successful. The first form of help is in the way of suggestions. No group of men and women, themselves busily engaged at an occupation which brings them their support, can consider every angle of the professional field. They need the suggestions of all the men and women in the profession and such suggestions are certainly cordially invited by the present executive board. But it must be remembered that the finances of the American Library Association are so limited that only an insignificant part of these suggestions can possibly be acted on, and the executive board will have to choose among them those that in their judgment seem more immediately important. The other thing needed by the executive board is intelligent, constructive criticism. If they attempt something which should not be attempted, or if they perform in an inadequate way something that ought to be performed well the board must expect and should receive criticism. Such criticism is certainly invited by the present executive board. It must be remembered, however, that criticism which simply says something else might have been done or that the thing done might have been done in some other way is not very constructive because it only indicates that the judgment of the critic is different from that of the executive board. It may well be that the members of the executive board have not selected the best thing or done that thing in the best way since they are only human; but inasmuch as the association has empowered them to take such decisions they have to accept the responsibility and do the best they can. Suggestions and constructive criticism therefore will be welcome. Let us have plenty of each.

AZARIAH S. Root,  
President.

# AMERICAN LIBRARY ASSOCIATION

ANNUAL REPORTS, 1920-21

SWAMPSCOTT CONFERENCE, JUNE 20-27, 1921

## SECRETARY'S REPORT

The effort to "return to normalcy" at A. L. A. Headquarters has been an effort to establish a normal post-war status, not an effort to return to the pre-war status.

At the beginning of the year we were still operating several departments of the war service organization. During the year the library service for American forces in Germany, and for the American troops outside continental United States, was turned over to the War Department. The library service for the lighthouses and light ships, which the A. L. A. had helped to reorganize was turned over to the Lighthouse Bureau. The Coast Guard library service, for which the A. L. A. had provided some books and magazines, was released entirely to the library commissions of the various states. The merchant marine library service, which had been established on a large scale in ocean-going vessels and lake carriers, was discontinued. The New York Dispatch Office, and all other dispatch offices, were closed. All books not in use were distributed (mostly through State Library Commissions) except those which are being held for the possible use of the merchant marine service if it is reopened by some other organization.

At the end of the year we are still finding it necessary to operate the very considerable hospital library service in spite of the active efforts of the Executive Board, of the Committee on the Transfer of War Service Activities and of the head of the hospital department, to transfer it to the Federal Government. The work for

the blind has been merged with the enlarged activities of the Association.

At the beginning of the year we were in a very uncertain status as regards the Enlarged Program campaign. During the year the campaign was brought to an end. The Enlarged Program campaign account was closed in February, 1921. The end of the year finds the A. L. A. Headquarters administering some "enlarged activities" on a small scale.

These unusual—perhaps we may call them extra-normal activities—have thrown an extraordinarily heavy burden on the Executive Board and on the A. L. A. Headquarters organization. What may be called the purely secretarial work of the Chicago office, that is the work which is the natural result of increased activities of the Executive Board and the A. L. A. in general, has increased very largely over that of other years. There has been also a very considerable increase in the use of the Chicago office as a bureau of information, a clearing house for library ideas and information of all sorts.

The A. L. A. Headquarters is being called upon to carry on very greatly enlarged activities with—as usual—an entirely inadequate income and staff. The result is that it has been impossible for the office to do its work well. Requests from communities in states without library commissions for advice on the establishment of libraries; requests for information about library buildings, library legislation, salaries—must perforce be answered off-hand and on the spur of the moment because

<sup>1</sup>UNIVERSITY OF ILLINOIS LIBRARIES

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there is not enough time to make an investigation and there is almost never sufficient time or money to enable the members of the Headquarters staff to visit communities needing and wanting the Association's professional advice.

Much of the correspondence is answered weeks after it arrives. One or two official publications have been months late in reaching the members of the Association.

Some way should be found which will enable the Headquarters office to do the work which seems now to be expected of it.

An effort has been made in the following paragraphs to state as concretely as possible some of the outstanding features of the year's work of the A. L. A. Headquarters staff. In many cases the work has been done in close cooperation with an A. L. A. committee.

**Membership.** The President and other officers of the Association, the Membership Committee, a large number of other members of the Association and the Headquarters staff have given special attention to increasing the membership without actually making a membership campaign and without spending much money. Between January 1st and June 13th 850 new members have been enrolled. This is a gain of 19 per cent over the total membership (of 4,464) on December 31, 1920. The total number of members on June 13th was 5,314.

But this number includes the total membership of 1920. It may be somewhat reduced unless we are able to avoid the losing of the two or three hundred members who may be expected annually to allow their membership to lapse.

A more detailed statement will be found in the report of the Membership Committee.

**Employment Service.** The placement work, always one of the important activities of A. L. A. Headquarters, has grown very much during the year. An average of 150 people are currently registered. Notwithstanding this many more vacancies are listed than there are people available.

The demand for graduates of library schools has increased. At the beginning of the year registrants without formal training were outnumbered by those who had it. The contrary is true at present. The demand for catalogers and children's librarians has been far in excess of the supply. Increasing opportunities for reference librarians are noticeably evident.

Salaries, taken all in all, are higher than a year ago. There are fewer large salaries offered but the general scale has moved up. Recommendations have been requested for positions ranging from \$1020 to \$5000 a year.

In April provision was made by the Executive Board for a full time clerical assistant for employment work. This has resulted in a more organized employment service, and the establishment of better records. It has also made possible a more prompt answering of employment correspondence. The employment service is in no sense a department but it is a growing work carried on as well as the limited Headquarters' facilities permit.

**Recruiting for Librarianship.** Advantage has been taken of the many opportunities for recruiting in connection with the employment work, both by letter and personal interview.

Constant inquiries as to "how to become a librarian" are received at Headquarters. These have been greatly augmented by the active and effective work of the Recruiting Committee.

The reprinting of "Books and a vocation" for free distribution supplied a need as did also the printing of the second edition of "Training for librarianship."

The courtesy of the library periodicals in printing notes and bibliographies at opportune times furthered the work.

A circular letter with material for a news story or editorial was sent to 209 American colleges, with satisfactory results.

The committee on recruiting has worked rather more largely than other committees through the Headquarters' office. Several circular letters have been sent to

large mailing lists including college and university librarians and vocational writers and directors; several thousand publications have been distributed and two new publications and a placard are in the printer's hands as this report is being prepared. Some of this work has been paid for out of the Books for Everybody Fund.

The report of the Recruiting Committee gives detailed information.

**Publications.** The Chicago Headquarters is the executive office for the Publishing Board as well as for the Executive Board and the Association in general. Since the last conference the Headquarters' and Booklist staff have edited and seen through the press forty-four separate publications. Those which were issued under the supervision of the Publishing Board have been listed in the Publishing Board's report. The following is a list of new publications not under the supervision of the Publishing Board:

The Bulletin—six numbers, including Papers and Proceedings for 1920, and the Handbook for 1920.

Annual reports for the Conference.

Program for Conference.

Advance attendance register.

The Booklist of Revised Braille—two numbers.

#### Program for Mid-Winter Meeting.

Why join the A. L. A.?

McCutcheon cartoon poster.

Recruiting placard.

Library Work—An Opportunity for College Women.

The Child and the Book, by Christopher Morley. A recruiting leaflet (in printer's hands).

Also lists of A. L. A. publications.

There has been also a large amount of direct-by-mail advertising, necessitating many thousands of printed forms and circulars.

All of these publications and the eleven numbers of The Booklist (counting the Index) are distributed by the A. L. A. Headquarters. It is estimated that 150,000

copies of the various publications have been sent out from A. L. A. Headquarters, some of them in large quantities but perhaps at least 50 per cent of them as single copies.

Most of the publications are sold and a very large percentage of the sales are on charge accounts. The amount of work done by the office in filling these orders and handling the accounts will be indicated by the following list of steps which must be taken to complete a transaction:

Receipt of order.

Rubber stamped to show orders filled Address label.

Bill—figure discount if for library school or institutional member.

Enter on shipping book.

Wrap.

Mail, or if express, write express label. Enter on stock records.

Enter on ledger.

File duplicate bill.

File order.

Send statement quarterly.

When money is received, enter on cash book and ledger.

Two or three of these processes are unnecessary in the case of a cash order.

**Uniform Library Statistics.** At the suggestion of A. L. A. Headquarters the Committee on Administration prepared a Revised Form for Library Statistics. Copies of this form have been sent to all institutional members of the A. L. A. and many reports have been received from these libraries. The information has been of use in answering inquiries from various libraries, especially about salaries and income.

It is doubtful whether the reports can be published this year on account of the high cost of printing and the shortage of funds.

**Addresses, Lectures and Library Meetings.** The Secretary, the Assistant Secretary, Miss Bogle, and the editor of The Booklist have represented A. L. A. Headquarters at ten state library association meetings; four library schools; two sum-

mer schools; one state educational association meeting; the American Bookseller's Convention and at several other conventions. More than a score of talks and lectures have been given.

The Association has also been formally represented at several meetings of national associations and has definitely affiliated with the Conference on Coordination of National Social Work and with the National Council of Agencies Engaged in Social Work.

**War Service.** The report of the Committee on the Transfer of Library War Service Activities covers most of this ground. Only the facts and figures which are considered of outstanding importance and which concern the administration of the work itself rather than its transfer or discontinuance, are included here.

**Hospital Department.** A report by the head of this department is appended to this report of the secretary.

**Merchant Marine Department:** When the A. L. A. brought its service to the American Merchant Marine to a close on November 30, 1920, it had distributed about 450,000 books and approximately 150,000 magazines. It had rendered service to vessels 6,710 times, serving 2,892 different vessels. Of the total number of books used approximately 31,000 were for the Great Lakes Service.

Ninety-two thousand volumes which had been set aside for merchant marine service were reported on hand in November in twenty-two American ports, at Sault Ste. Marie and in the hands of American Consuls and other representatives at foreign ports. It was estimated that probably 158,000 volumes were still in good condition and in use on the vessels. Most of the books which remained in the ports have been stored for use in the merchant marine service if it is reopened by another organization.

**Coast Guard.** 11,951 books were supplied to Coast Guard stations from the beginning of the service to November, 1920.

Six hundred and sixty-three magazine subscriptions were entered.

**Light Houses and Light Ships.** 11,314 books were supplied and some help was given to the Light House Bureau in the reorganization of a service which is likely to be continuous.

**Coblenz.** Library War Service for the American Forces in Germany was organized shortly after the armistice. A central library was maintained with branches and stations scattered throughout the area covered by American troops. The War Department took over this service Dec. 31, 1920, but was unable to appropriate the large sum which the Commanding Officer of the American Forces in Germany estimated would be necessary. The result is that the work is being carried on under army supervision by Y. M. C. A. funds. Miss Elizabeth B. Steere, one of the A. L. A. representatives, has been continued in the service by the Y. M. C. A. The number of books transferred to the army was estimated at 33,482.

**Library War Service for Army Outside of Continental United States.** The books, miscellaneous equipment, and the responsibility for service to the army in the Canal Zone, Hawaii, Philippine Islands and Alaska were formally transferred to the War Department during the year.

**American Library in Paris, Inc.** The A. L. A. Executive Board appointed the following persons as representatives of the A. L. A. on the Board of Directors of the American Library in Paris, Inc.:

Laurence V. Benét.

Walter V. R. Berry.

Rev. A. S. V. Blunt.

Prof. Charles Cestre.

Charles L. Seeger.

A formal release of all books, equipment and responsibility for service, signed by the President and the Secretary of the A. L. A., was sent to the Board of Directors of the American Library in Paris, Inc., in August, 1920. A report of the librarian together with much other infor-

mation about the activities of the library will be found in the Year Book for 1921, which is being distributed from Paris.

The financial responsibility of the A. L. A. will end with Mr. Carlton's service in July, 1921, but the Executive Board has voted to "contribute from the War Funds to the American Library in Paris, Inc., a sum of \$25,000 as an endowment fund, the income to be used in paying in part the salary in that library of an assistant trained in an American library school. This gift is made subject to the condition that the selection of such assistant shall be approved by the Executive Board of the American Library Association. The exact form of the bequest is subject to legal formalities and to the approval of the Board of Directors of the American Library in Paris, Inc."

**Books for the Blind:** Nineteen titles, comprising thirty-five volumes, have been put into Braille Grade One and One-Half by the A. L. A. during the last year. The Association also had a part in putting one title of five volumes into Moon type at the special request of the donor. There are now three books in press. The work is under the voluntary supervision of Mrs. Gertrude T. Rider, Library of Congress, in close cooperation with the Committee on Work with the Blind and the A. L. A. Headquarters.

A. L. A. Headquarters has printed and aided in the distribution of two numbers of the Booklist of Revised Braille prepared by a sub-committee of the Committee on Work with the Blind.

This work is being continued as a part of the enlarged activities of the A. L. A.

**Enlarged Activities.** On April 2, 1921, the Executive Board approved a Books for Everybody Budget of \$12,057.75, after voting \$20,447.21 into the Endowment Fund. The budget included (1) Library extension, (2) Booklists, reading courses, book publicity, (3) Library publicity, (4) Books and work for the blind, (5) Survey (Committee of Five on Library Service),

(6) Certification, (7) Recruiting, (8) Merchant Marine, (9) Hospitals, (10) Coast guard. The budget was, for the most part, based on gifts for specific purposes.

The small amount for the Coast guard was spent in the purchase of books for a Coast Guard Station. That given for hospitals was transferred to the War Funds for the use of the hospital department. The money given for the Merchant Marine is being held for that service when it is re-established.

The money for the survey and for certification has been set aside for the use of two committees. The work for the blind is going forward as reported above. The amount for recruiting is being used by Headquarters and the recruiting committee. What has been accomplished so far is stated above and in the committee's report.

In addition we have reprinted several thousand copies of the leaflet "A County Library," for limited distribution in states without library commissions and at national meetings, as for example, of the N. E. A. and the National Conference of Social Work. Copies have been distributed to county school superintendents who attended the meeting of the Department of Superintendents at Atlantic City, to presidents and chairmen of the State Federations of Women's Clubs, to county school superintendents in five states which are without library commissions. In some cases they were sent directly from this office with circular letters.

An edition of a few hundred copies of "Book Wagons, the County Library with Rural Book Delivery," have been taken over from the Publishing Board for similar distribution. Copies of the County Library leaflet and Book Wagon pamphlet have been mailed to the officers of the various Country Life Associations throughout the country, and to professors of rural economics and rural sociology in many colleges and universities.

Pictures and material for a series of articles on "The Use of Books," have been

prepared for a boys' magazine with a large national circulation. Material for articles on the use of books and the development of libraries has been sent to several periodicals, especially those that circulate to rural readers.

The secretary has served as associate editor of a special County Library Number of the Sierra Educational News.

We are sending a personal letter to editors of practically all the house organs whose addresses could be obtained, suggesting the publication of a special book and library number. The letter also offers some help from A. L. A. Headquarters, if such help is desired.

A few hundred copies of a pamphlet, "Workshops for Assembling Business Facts," by Dorsey W. Hyde, Jr., with an introductory note by Herbert Hoover, have been taken over from the Publishing Board for use in encouraging the development of business libraries. Copies are for sale to libraries by the Publishing Board, but will be sent free of charge to business men making inquiries about the establishment of business libraries.

Headquarters has acted in an advisory capacity to the National Director of the Junior Red Cross relative to the value of the Junior Red Cross News in children's reading rooms. An article intended to stimulate reading and the use of books by children is being prepared for the News.

Much publicity material is being collected for use in the general field of library publicity and in the special field of book publicity. The material is for possible use in magazine articles and exhibits and for lecture slides.

Book notes are being furnished regularly by The Booklist staff to a news agency which supplies these notes to newspapers throughout the country for use on the children's page.

Preliminary steps have been taken which we hope will result in the issuing, by other organizations in cooperation with the A. L. A., of reading courses on important subjects.

**Correspondence.** This report would be incomplete without some mention of the vast quantity of letters coming daily to Headquarters' office. These cover practically every library subject from book selection to duties of staff, from how to apply for a Carnegie grant to minute details of building, from how to put on a local library campaign to how to procure the establishment of a state library commission.

From many directions come evidences of an awakened library consciousness which, if careful attention is given them, offer to the Association opportunities to fulfill its purpose "to foster the development of libraries and promote the use of books." Many of the inquiries can be answered by available printed material or by reference to committees but others require individual replies often necessitating research which is hampered by inadequate facilities at Headquarters. An organized library, such as the Association advocates for other organizations and corporations, would greatly advance its own work.

**A New Accounting System.** With the approval of the Executive Board and the Finance Committee a new simplified and unified system of bookkeeping and a new method of paying bills are being installed under the supervision of Marwick, Mitchell & Co., accountants.

**Headquarters.** At the beginning of the year it was assumed that the A. L. A. would find it necessary during the year to rent offices for its Headquarters' use. The end of the year, however, finds us still enjoying the hospitality of the Chicago Public Library. The Newberry Library has recently set aside a large space for the storage of A. L. A. material. The Association is under obligation to various libraries and other agencies in different parts of the country which are storing material, especially war service correspondence and books for merchant marine service, without expense to the Association.

**The Staff.** The A. L. A. Headquarters staff consists of secretary, two assistant

secretaries, a general assistant who serves as private secretary and has charge also of the sale of publications, a book-keeper, two stenographers, a typist, an editorial assistant, an office girl and an office boy, the last three being on part time. The Booklist staff at present includes an editor, two assistants, a stenographer and a temporary assistant engaged in work on the A. L. A. catalog supplement.

The office is not highly organized. The staff has expanded naturally and somewhat rapidly. Gradually definite functions are being assigned to certain persons to the end that the work may be done more systematically but the office is still small enough to enable each person to know about and do several things.

Although this is called the secretary's report it could be more accurately designated as the report of the Headquarters' staff. The work done in Chicago is not that of one individual but of all the persons who make up the Headquarters organization. They have all given their best service to forward the interests of the American Library Association and the American library profession.

CARL H. MILAM,  
Secretary.

#### HOSPITAL DEPARTMENT

With a Congressional appropriation providing for the continuation of libraries for ex-service men in hospitals, the final stage of the Hospital Library Service of the American Library Association has been reached.

Hospital library work, begun in February, 1917, as an adjunct to Camp Library Work, had by June 1918 developed into a separate department of the Library War Service with twenty-four librarians and two supervisors carrying on the work. By June 1919 there were in America in this branch of the service one hundred and forty-five librarians and six supervisors, and reading matter had been supplied to

all hospitals and transcontinental hospital trains. In France between November, 1918, and April, 1919, libraries were organized in one hundred and twenty-one hospitals and trained workers were placed in a number of base centers.

On November 1, 1919, the contents of the libraries in this country and the necessary personnel to administer them were turned over to the War and Navy Departments. This left the sick and wounded ex-service men without library service; so the same season that saw the American Library Association service transferred to these departments saw plans under way for taking care of the library needs of the ex-service men in hospitals. These plans included service to the men in Public Health Service and Contract Hospitals and in National Soldiers' Homes caring for War Risk beneficiaries.

**Organization:** The original plans for these libraries included for the large hospitals the appointment of a librarian for every three hundred patients and an assistant for every three hundred additional; a small carefully selected library, a centrally located room to be set aside by the hospital authorities for the use of the ambulate patients, and hospital personnel, and delivery of books and periodicals to the wards. For the smaller hospitals the plans included the purchase of books and magazines and newspapers. The distribution of this material to be in the hands of the Red Cross or some volunteer who would act under the supervision of a field supervisor or a representative from a nearby public library.

Owing to lack of funds and the uncertainty of future action of the Government these plans have never been fully developed. Books and periodicals have been purchased for all hospitals caring for ex-service men when some one could be found to supervise this distribution, but practically no new personnel has been appointed since November 1920, although several hospitals have been opened since this date.

We are today (June, 1921) giving service to 59 Public Health Service Hospitals, 95 Contract Hospitals, and 3 National Soldiers Homes. There are in the American Library Association employ three supervisors, sixteen librarians and six assistants. In addition to these there is, in every hospital served, some one who has pledged to check the periodicals and see that the men receive the books and magazines supplied. This volunteer service, while much appreciated, has the advantages and limitations of volunteer service in any library.

Of our own representatives too much cannot be said for the spirit with which they have worked. They have not known from month to month whether the work was to be continued, they have had no recognized place in the hospital organization, and in some cases have had active opposition on the part of the authorities to overcome, but in spite of this they have gone forward quietly and steadily, and have made a place for the library in every hospital with which they have been connected. It is due to their work that library service today has a recognized place in Government hospitals.

**Books, Magazines, Newspapers:** To all hospitals with a librarian an initial collection of books, numbering from 500 to 2,000 volumes has been sent. This collection has been added to by purchase of books selected by headquarters and in response to demands from hospital librarians. The number of volumes in the hospitals where there were librarians in April, 1921, was 55,000. The circulation of books in these hospitals for a year was approximately 200,000. During March, 1921, the books circulated amounted to 21,708. The circulation of books at one hospital during that month was 2,520 volumes.

At the majority of hospitals without a librarian collections of books (based upon the number of men in the hospitals) have been sent to the Red Cross representatives who have distributed the books through the wards. No record has been kept of

this circulation, and no effort has been made to conduct a library or to see that any except recreational needs were cared for. At some hospitals the Educational Director of the Vocational Board has taken charge of the books. This has meant the emphasis has been put upon books related to subjects taught to the exclusion of all other subjects.

Standard lists of periodicals have been prepared and magazine subscriptions placed for all Public Health and many Contract Hospitals caring for ex-soldiers. The number of subscriptions placed has been based upon the number of men in the hospitals.

The purchase of newspapers has varied according to locality. In the hospitals located in larger cities, New York, Chicago, etc., where newsboys are allowed on the wards only three or four of the morning and evening dailies are purchased for reading room use; while at the hospitals removed from large centers, Fort Bayard, Fort Stanton, Greenville, etc., through the co-operation of the Red Cross, and the American Legion, not only metropolitan dailies, but "hometown" newspapers are subscribed for. Probably no feature of the work has proved more popular with the men than this. To many men the next best thing to the home letter has been the paper from the hometown.

**Character of Reading:** The variety of calls upon the library in a hospital is as great as that of a city library, ranging from the man who is just learning to read English to one who wants the last word in auto mechanics, poultry raising, cartooning, etc. The men love to fight over again the battles in which they took part, and will pore for hours over maps and plans of battles. At one hospital the librarian writes that she has been able to interest the townspeople to purchase recreational books and magazines needed; so that she would like the money to be expended by the American Library Association to be used for Divisional Histories. The greatest demand of course is for fic-

tion. The librarian at one of the Tuberculosis Hospitals writes:

"While the greatest proportions of books going out are fiction and the most popular taste is for western and detective stories, there are enough demands for more 'meaty' reading to show a quite prevalent desire for good literature. James' 'Talks on Psychology' has found a number of appreciative readers—one man re-reading parts for the third time, so impressed was he with the thought; Emerson's Essays have been much read, even to the extent of being used by one patient as a standard of comparison for subsequent reading, much of which he found trivial when measured against Emerson! In the same was Kipling's 'Light that Failed,' read in close proximity to a 'wild west' story made the latter seem purposeless to another patient. These are just a few instances of the discrimination which the patients are constantly disclosing in their reading.

"To look over a list of their requests for the month is enough to justify the exclamation of an assistant in the public library when confronted with a sample—'My what heavy reading those men do!' Here are a few of the month's special wants—Walt Whitman's *Leaves of Grass*, Brown's *Religio Medici*, Gibbs' *People of Destiny*, Wilde's *De Profundis*, Dante's *Divine Comedy*, Ingersoll's *Works*, Margot Asquith's *Diary*, Poor Richards' *Almanac*, Yale Talks by Dean Brown (Brown's *Mixture*—one man calls them) *Italy's Part in the War*, *Ancient History*, *How to Look at Pictures*, etc.

"So much for the 'cultural' wants! Here are some of their technical ones, Books on Cartooning, Commercial Art, Farm Animals, Poultry, Fur-Bearing Animals, Short-hand, Photography, Agriculture in Kansas, Shoe and Leather Trade, the Telephone and Forestry."

**Co-operation With Public Libraries:** The effectiveness of the hospital service has been very much enhanced by the whole-hearted co-operation of the public libraries throughout the country.

Not strictly library co-operation, and yet the sort of thing which makes for friendliness and good feeling was that shown by Miss Cornelia Marvin, librarian of the Oregon State Library, who interested the Salem War Mothers and the American Legion of Salem, Ore., in sending Christ-

mas presents of jams to the boys in the Fort Bayard hospital.

The librarians of the public libraries of Cleveland, Detroit, Evansville, Pittsburgh, and Kansas City have sent assistants from time to time to small Public Health Service Hospitals in their cities to distribute books and magazines sent by the American Library Association and to take books from their own libraries, in response to demands on the part of the patients and staff.

Practically all the libraries and library commissions when called upon have been most liberal with loans to the hospitals.

**Co-operation with Other Agencies:** The library co-operation was to be expected but the co-operation with other agencies has been equally disinterested and generous. The Assistant Surgeon General in charge of hospitals in the Public Health Service has supported our work to the utmost and many of the Commanding Officers have given space for our libraries at the expense of other branches of the service.

The Red Cross has stood by us in this work as in all our hospital experience. In November when it appeared that the work must be abandoned because of the lack of American Library Association War Funds to continue it, Miss Ruth V. Emerson, in charge of the Bureau of Medical Social Service of the American Red Cross, said: "This is one of the most important parts of the Medical Social Service and it must be continued"—and it was upon her very earnest recommendation that the Red Cross took over the salaries of the hospital department in December (the money covering this item has since been returned to the Red Cross).

The Red Cross also sent word to a number of the hospitals asking their workers to get from the men statements concerning the value of the work, and what it would mean if this work was discontinued. There were literally hundreds of letters sent in by the men, many of them pathetic, some humorous. A patient in one of the hospitals wrote:

"I have been a patient in this hospital for nearly a year and will say that the use of the books in this library with the helpful suggestions of the librarian, has really opened up a new world to me. For several months I was a bed patient and reading was the only thing I could do. At that time I read several books a week besides the papers and magazines. I am now well on the road to recovery and can say without exaggeration that books have been an important factor in the overcoming of the diseases. I know many patients here now, who are confined to their beds and whose only occupation is in reading. It is rest and contentment of mind which overcomes tuberculosis and in my mind the hospital could do away with most anything but its books."

Another wrote:

"As this library has been of so much use and comfort to me and my fellow patients during our long sojourn in this place, I feel moved to write you a personal letter in behalf of the patients of Ward 16. As you may know, this is a sick ward, and the only way that the majority of us have to pass away the long hours of the day, is through reading the books and magazines that the librarian brings us. I am sure that we feel that we might more easily give up our doctors rather than our books. As I passed through the ward this afternoon, I took note of the boys who had books or magazines lying on their stands. Out of the 40 patients in this ward only one or two had no reading material on hand, one, because he had never learned to read, and another because he was too ill to do so."

**Hospitals Served:** Attached is a list of hospitals served. The majority of these hospitals have been visited by a field supervisor, a librarian from a public health service hospital, or a representative from a nearby public library. This has meant that the men have had access not only to books donated and purchased for their particular needs, but that they have had the book collections of large city libraries to draw upon, and that collections in the public health service hospitals have been available to men in nearby contract hospitals.

On the list of hospitals served the word—"Librarian" indicates that there is a full time librarian on duty at the hospital, in

some cases a librarian and an assistant. "Public Library" indicates that a representative from the public library visits the hospital at regular intervals, and reports to headquarters any book and magazine needs that cannot be supplied by the public library or some local agency. "Supervisor" indicates that the hospital is under the supervision and receives visits from the field supervisor of the hospital department.

**Transfer of Service:** While the details of the transfer of the service and its conduct by the government have not been agreed upon sufficient funds have been appropriated to assure adequate library service to the sick and wounded ex-service men. One hundred thousand dollars has been provided by Congress for the purchase of books and magazines for the beneficiaries of the War Risk, and the Comptroller of the Treasury has ruled that funds may be expended for personnel to select these books and administer the libraries in hospitals. This means that when these libraries are transferred to the government assurance is given that they will be continued along lines laid down by the American Library Association, that professional service, the employment of trained librarians to supervise the work will be considered an essential part of every public health service hospital conducting a library.

The active responsibility of the American Library Association for the conduct of these libraries will probably be brought to a close during the summer, but until the work is firmly established as a government activity it is the wish of the Bureau of War Risk and the Public Health authorities that the American Library Association continue its service in an advisory capacity.

The care of the ex-soldiers is one of the greatest problems facing our country today. The number of ex-service men in hospitals is still increasing at about the rate of one thousand a month and will continue at this rate for three or four

years. Library service in these hospitals is a problem worthy of thoughtful consideration by the best minds of the profession. Hospital library service should mean service to patients, doctors, and nurses, and this many sided service has still to be adequately developed. This branch of the service is in its infancy and the standards established in government hospitals should serve as a model for all hospitals. The American Library Association has begun the work; may it be a matter of pride with the association to foster its growth and lend its best advise to establishing and maintaining proper library standards in government hospitals.

CAROLINE WEBSTER,  
In Charge of Hospital Department.

#### PUBLIC HEALTH HOSPITALS

##### No. Hospitals.

2. Boston, Mass., Supervisor, books, periodicals.
3. Buffalo, N. Y., Public Library, books, periodicals.
5. Chicago, Ill., Supervisor, books, periodicals.
6. Cleveland, Ohio, Public Library, books, periodicals.
7. Detroit, Mich., Public Library, books, periodicals.
8. Evansville, Ind., Public Library, books, periodicals.
9. Fort Stanton, N. M., Supervisor, books, periodicals.
10. Key West, Fla., books, periodicals.
11. Louisville, Ky., Public Library, books, periodicals.
12. Memphis, Tenn., Public Library, books, periodicals.
13. Mobile, Ala., books, periodicals.
14. New Orleans, La., Librarian, books, periodicals.
15. Pittsburgh, Pa., Public Library, books, periodicals.
16. Portland, Me., American Red Cross, books, periodicals.
17. Port Townsend, Wash., Public Library, books, periodicals.
18. St. Louis, Mo., Supervisor, books, periodicals.
19. San Francisco, Calif., Supervisor, books, periodicals.
20. Savannah, Ga., American Red Cross, books, periodicals.
21. Stapleton, S. I., N. Y., Librarian, books, periodicals.
22. Vineyard Haven, Mass., Commanding Officer, books, periodicals.
24. Palo Alto, Calif., Librarian, books, periodicals.
25. Houston, Texas, Librarian, books, periodicals.
26. Greenville, S. C., Librarian, books, periodicals.
27. Alexandria, La., Librarian, books, periodicals.
29. Norfolk, Va., Public Library, books, periodicals.
30. Chicago, Ill., Librarian, books, periodicals.
32. Washington, D. C., American Red Cross, books, periodicals.
34. E. Norfolk, Mass., Supervisor, books, periodicals.
35. St. Louis, Mo., Librarian, books, periodicals.
36. Boston, Mass., Librarian, books, periodicals.
37. Waukesha, Wis., Supervisor, books, periodicals.
38. Polyclinic, N. Y. C., Librarian, books, periodicals.
41. New Haven, Conn., Librarian, books, periodicals.
42. Perryville, Md., Librarian, books, periodicals.
43. Ellis Island, N. Y., Librarian, books, periodicals.
44. West Roxbury, Mass., Supervisor, books, periodicals.
45. Biltmore, N. C., Librarian, books, periodicals.
48. Atlanta, Ga., Public Library, books, periodicals.
49. Philadelphia, Pa., Librarian, books, periodicals.
50. Prescott, Ariz., Librarian, books, periodicals.
51. Tucson, Ariz., Supervisor, books, periodicals.
52. Boise, Idaho, Public Library, books, periodicals.
53. Dwight, Ill., Supervisor, books, periodicals.
54. Arrowhead Springs, Calif., Public Library, books, periodicals.
55. Fort Bayard, New Mexico, Librarian, books, periodicals.
56. Baltimore, Md., Librarian, books, periodicals.
57. Knoxville, Iowa, State Library Commission, books, periodicals.
58. New Orleans, La., Supervisor, books, periodicals.
59. Tacoma, Wash., Public Library, books, periodicals.
60. Oteen, S. C., Librarian, books, periodicals.

61. Fox Hills, S. I., N. Y., Librarian, books, periodicals.
62. Augusta, Ga., American Red Cross, books, periodicals.
63. Lake City, Fla., books, periodicals.
64. Camp Kearney, Calif., Public Library, books, periodicals.
65. St. Paul, Minn., Public Library, books, periodicals.
66. Carville, La., books, periodicals.
67. Kansas City, Mo., Public Library, books, periodicals.
68. Minneapolis, Minn., Public Library, books, periodicals.
70. Hudson Street, N. Y. City, Supervisor, books, periodicals.

#### CONTRACT HOSPITALS

List of Contract Hospitals for which books and magazines have been purchased. This does not include hospitals to which gifts have been contributed by public libraries and other agencies.

##### Alabama

Bryce Hospital, Tuscaloosa.  
Fresh Air Camp, Montgomery.  
The Pines, Shreveport.  
Red Mountain Sanatorium, Birmingham.

##### Arizona

Pastime Park, Tucson.  
Phoenix Sanatorium, Phoenix.  
Hotel Rest, Tucson.  
St. Lukes Hospital, Phoenix.

##### Connecticut

Gaylord Farm Sanatorium, Wallingford.  
Illinois

Adams Co., T. B. Sanatorium, Quincy.  
Auburn Park.  
Dr. Bremerman's Hospital.  
Chicago Fresh Air.  
Jackson Park.  
Jacksonville State Hospital, Jacksonville.  
Municipal T. B. Sanatorium, Chicago.  
Oak Forest.  
Tent Colony—Dr. Pratt's Sanatorium.  
T. B. Sanatorium, Oak Forest.

##### Louisiana

La. State Inst. for Insane, Pineville.

##### Maine

Androscoggin Sanatorium, Lewiston.  
Bangor, T. B. Sanatorium, Bangor.  
Maplecrest Sanatorium, East Parsonfield.  
Oxford Springs Sanatorium, Oxford.

##### Massachusetts

Barnstable Co. Infirmary, Pocasset.  
Cambridge T. B. Sanatorium, Cambridge.  
Glenrock Hospital, Malden.  
Groton Private Hospital, Groton.

Hampshire Co. Sanatorium, Haydenville.  
Homestead Convalescent Home, West Pepperell.

Lakeville State Sanatorium, Middleboro.  
New Bedford T. B. Sanatorium, New Bedford.

N. Reading State Sanatorium, N. Wilmington.

Pinewood Rest, Arlington Heights.

Plymouth County Hospital, South Hanson.

State and Private Sanatorium, Rutland.  
Westfield State Sanatorium, Westfield.

##### Mississippi

East Miss. Insane Hospital, Meridian.  
Mississippi State T. B. Sanatorium, Sanatorium.

Tuberculosis Hospital, Meridian.

##### New Mexico

Morgan Sanatorium, Roswell.  
Mt. Air Sanatorium, Alamogordo.  
Murphy Sanatorium, Albuquerque.  
National Sanatorium, Alamogordo.  
Perkins Sanatorium, Roswell.  
St. Mary's Hospital, Galup.  
St. Mary's Hospital, Roswell.  
Valmera Sanatorium, Valmera.

##### New York

Bonnybrae, Ellenville.  
Brooklyn State Hospital, Brooklyn.  
Central Islip State Hospital, Central Islip.

Broome County Sanatorium, Chenango Bridge.

Dr. Combes Sanatorium, Corona.  
Dairyland, Ulster Co.  
Elk Inn, Saranac Lake.  
Harts Island Hospital, Harts Island, N. Y.

Home Sanatorium, Saranac Lake.  
Italian Hospital, New York City.  
J. N. Adams Memorial Sanatorium, Perryburg.

Liberty, Liberty.  
Long Island College Hospital, Long Island, N. Y.

Manhattan State Hospital, Wards Island.  
The Maples, Lake Hill.  
Monroe Co. Sanatorium, Rochester.  
Moose Head Hotel, Old Forge.  
Municipal Sanatorium, Otisville.  
Niagara Sanatorium, Lockport.  
North Brothers Island, North Brothers Island.

Oswego Co. Sanatorium, Richland.

Pawling Sanatorium, Wyanskill.

Rainbow Sanatorium, Rainbow Lake.

Rikers Island, Rikers Island.

Sea View Hospital, West New Brighton.

Seton Hospital, Spuyten Duyvil.

Skin and Cancer Hospital, New York City.

State Hospital, Kings Park.

State Hospital, Ray Brook.

Trudeau Sanatorium, Saranac Lake.

Woodbourne, Woodbourne.

**North Carolina**

Corcoran's.

Cragmont.

Fairview.

McRae's.

Naples.

St. Joseph's.

Woodside.

**Ohio**

General Hospital, Cincinnati.

Longview Hospital, Cincinnati.

National Soldiers' Home, Dayton.

Ohio & Rockhill Sanatorium, Madisonville.

St. Francis Hospital, Cincinnati.

**Rhode Island**

State Sanatorium, Wallum Lake.

**Texas**

Hendrick's Sanatorium, El Paso.

St. Mary's Hospital, Boerne.

Wiley's Sanatorium, El Paso.

**Wisconsin**

Psychiatric Institute, Mendota.

River Pines Sanatorium, Stevens Point

**National Soldiers' Homes**

**Indiana**

Marion National Sanatorium, Marion.

**Ohio**

National Soldiers' Home, Dayton.

**Virginia**

National Soldiers' Home, National Soldiers' Home.

**NECROLOGY (REPORT BY THE SECRETARY)**

We record with regret the loss by death of thirty-six members. Rev. Henry F. Jenks and M. Taylor Pyne were life members. Mr. Pyne was one of the Trustees of the Endowment Fund and gave generously of his time and counsel. The following were members at the time of their death:

Vincent Azzara, librarian Morris County Law Library, Morristown, N. J., died February 16, 1920.

Grace Lillian Betteridge, assistant in charge Traveling Libraries, Library Extension Division, State Department of

Education, Albany, N. Y., died November 14, 1920.

Jessie E. Bishop, former head Circulation Department, State College Library, Pullman, Wash., died Dec. 14, 1920.

Virginia S. Edwards, librarian Free Public Library, Lawrence, Kansas, died July 3, 1920.

Charles Allcott Flagg, librarian Public Library, Bangor, Maine, died March 28, 1920.

Mrs. Harold V. P. Francis (Louise Bowen), assistant librarian Public Library, Derby, Conn., died July 2, 1920.

Elizabeth C. Hills, librarian Cobleigh Library, Lyndonville, Vt., died November 2, 1920.

Rev. Henry F. Jenks, Canton, Mass., died January 31, 1920.

Mrs. Frederick J. Libbie, 35 Allston St., Dorchester Center, Mass., died Feb. 22, 1921.

C. A. Little, president Board of Trustees Washington County Free Library, Hagerstown, Md., died November 29, 1920.

Charles McCarthy, chief librarian, Legislative Reference Library, Madison, Wis., died March 26, 1921.

E. A. MacClean, 313 West 154th Street, New York City, died January 20, 1920.

Frank P. Monfort, librarian, Carnegie Library, Greensburg, Ind., died July 25, 1920.

Anna M. Neuhauser, librarian Bureau of Municipalities, Department of Internal Affairs, Harrisburg, Pa., died November 1, 1920.

Edward J. Nolan, librarian, Academy of Natural Sciences Library, Philadelphia, Pa., died Jan. 7, 1921.

Elizabeth Patton, general assistant, Public Library, Detroit, Mich., died Feb. 5, 1921.

George Murdock Perry, Holden, Mass., died February 7, 1920.

Robert M. Pollock, president Library Board, Public Library, Fargo, N. D., died October 19, 1920.

Thomas R. Proctor, Utica, N. Y., died July 4, 1920.

Pyne M. Taylor, chairman New Jersey Public Library Commission, Princeton, N. J., died April 22, 1921. Life member.

J. G. Rosengarten, former chairman of Trustees Committee, University of Pa., Philadelphia, Pa., died January 14, 1921.

Elizabeth E. Rule, 80 Franklin St., Lynn, Mass., died April 19, 1921.

Margaret B. Sheffield, first assistant North End Branch Public Library, Boston, Mass., died January 26, 1920.

John C. Sickley, librarian Adriance Memorial Library, Poughkeepsie, N. Y., died November 18, 1920.

Georgia Sloan, 108 Fairview Ave., Bloomington, Ill., died May 5, 1920.

Thomas H. Smith, chief cataloger, Free Public Library, New Haven, Conn., died March 13, 1921.

Mrs. Emma Stechert, 62 Pierrepont St., Brooklyn, N. Y., died December 1, 1920.

Mary B. Swanwick, librarian, Free Public Library, Joplin, Mo., died Jan. 25, 1921.

Agnes Van Valkenburgh, 49 Howell Street, Hillsdale, Mich., died July 6, 1920.

Margaret M. Whiteman, librarian, Carnegie Free Library, Connellsville, Pa., died January 23, 1921.

The following persons had formerly belonged to the Association, although not members at the time of their death:

Charles R. Dudley, former consulting librarian, Public Library, Denver, Colo., died February 23, 1921.

Fanny Hull, librarian Schermerhorn Branch Public Library, Brooklyn, died May 9, 1920.

Mrs. S. J. Humeston, children's librarian, Public Library, Utica, N. Y., died January 10, 1921.

Robinson Locke, former trustee Public Library, Toledo, Ohio, died April 20, 1920.

Mrs. Charles B. Smith, former librarian, Public Library, Pullman, Chicago, Ill., died December 3, 1920.

Allen C. Thomas, librarian Haverford College Library, Haverford, Pa., died December 16, 1920.

The above list was prepared by MRS. HENRY J. CARR.

# A. L. A. PUBLISHING BOARD, 1920-21

## THE REPORT OF THE AMERICAN LIBRARY ASSOCIATION PUBLISHING BOARD FOR 1920-1921

The duty of presenting another report to the Association is an unexpected one. Assuming that the Association would adopt a new constitution at the Colorado Springs conference and that this Board would then go out of existence, we supposed that the report then rendered would be our last and we worded it in what we conceived to be the proper strain of gentle melancholy. Owing, however, to the failure of that conference to adopt the constitution, the Association has been under the necessity of living for another year under the old one, and as this provides for a Publishing Board and prescribes its duties, we have still something to report. We have endeavored with the funds at our disposal to put in print such material as would seem to be most helpful to the average librarian, with the understanding that the scope of librarianship has now become so greatly widened and diversified that the average is increasingly unlike any of the items of which it forms the average. Some of our publications have met with favor and large sales, and others have entailed a considerable loss. It is not our understanding that these latter require an apology of any kind. An apology is due only when we issue something that is not found to measure up to our expectations of helpfulness. We do not conceive it to be our business to carry on the work of publication for gain, but rather to turn over purely commercial enterprises to commercial publishers, and to limit ourselves so far as possible to the issue of valuable and helpful material that could under no circumstances find a publisher on merely commercial conditions.

We conceive that this must always be the general plan under which a body like the American Library Association must conduct a publishing business, whether it

is immediately superintended by a salaried officer, a board, or a committee.

### New Publications

"*Plays for children, an annotated index,*" by Alice I. Hazeltine. The index to plays is supplemented by lists of books on costumes, folk dancing, singing games, pantomimes, operettas, and other special forms of plays. Helpful index for librarians, teachers, social workers selecting plays for children or identifying them. Lists for special days and occasions are included. (Now printing.)

"*Viewpoints in biography,*" by Katherine Tappert. A list of biographies selected from a standpoint not usually considered, and arranged according to the subjects that make them stimulating. Uniform with "*Viewpoints in Travel.*" (Now Printing.)

"*Workshop for Assembling Business Facts,*" by Dorsey W. Hyde, Jr., with an introductory note by Herbert Hoover. A pamphlet on the value of special libraries in business.

"*The County library with rural book delivery.*" One thousand copies were purchased from the Washington County Free Library and distributed from A. L. A. Headquarters.

"*Book wagons, The county library with rural book delivery,*" is a new edition of the same thing with some additional material and some new pictures.

"*A county library,*" for distribution in any community where it is desired to create or stimulate interest in this subject.

"*Buying list of books for small libraries,*" by Caroline Webster, reprinted with permission from *Bibliography bulletin 65*, New York State Library. A list suggested for first purchase. "Not 'great' books nor the 'best' books but wholesome, standard classic and contemporary books within the means and needs of the smallest libraries."

"Standard library organization and equipment for secondary schools of different sizes," by C. C. Certain, second edition. This report of the committee on Library organization and equipment of the National Education Association and of the North Central Association of colleges and secondary schools embodies a constructive program of library development. It is useful alike to teachers and librarians.

"The Booklist," ten numbers and index.

"Booklist books of 1920 includes about 300 of the most usable books for the average small library.

"Mending and repair of books" (Library Handbooks), by Margaret W. Brown, fourth edition revised by Gertrude Stiles.

A. L. A. Manual of library economy:  
 chap. 4, The college and university library, by J. I. Wyer, jr., revised 1921.  
 chap. 9, Library legislation, by William F. Yust, revised 1921.  
 chap. 12, Administration, by A. E. Bostwick, revised 1920.  
 chap. 13, Training for librarianship, by Mary W. Plummer, revised edition by F. K. Walter, 1921.

"The new voter," a reading list prepared by the Cleveland Public Library and reprinted by the A. L. A. Publishing Board.

#### Reprinted

A. L. A. Catalog rules. 1,000 copies were sent to The Library Association, London.  
 A. L. A. Index to general literature.

Books for boys and girls, by Caroline M. Hewins, third edition.

List of subject headings for use in dictionary catalogs, third edition.

Guide to the study and use of reference books, by Alice B. Kroeger, revised edition 1917, by Isadore G. Mudge.

The foreign people in the United States.

#### Forthcoming Publications

A. L. A. Catalog, 1912-1920.

Anniversaries and holidays, new edition, by Mary Emogene Hazeltine.

The Catalog, by Harriet E. Howe, A. L. A. Manual, chapter 19. (Now printing.)

A short Christmas list of books for children, by May Massee and Sarah C. N. Bogle.

**The Booklist**—Total subscriptions to The Booklist now are as follows: Retail

subscriptions to commissions, libraries, and individuals, 4,305; sent to library members and affiliated state associations as part of their membership perquisites, 758; free list, 119; total, 5,182 (as against 4,813 reported last year. The discontinuance of bulk subscriptions has caused a decrease in subscriptions placed by commissions, but the subscriptions from libraries have considerably increased.)

Miss May Massee, editor of The Booklist, reports as follows:

"The Booklist is becoming more firmly established each year as the librarians' choice of books published in this country. Among the staffs of the sixty odd libraries which contribute to the work there are an increasing number of specialists in the various fields. Year by year these specialists' opinions grow more valuable and add just that much more special knowledge to the background of The Booklist notes.

"The most notable special addition to our file of book notes this year has come from the Children's Librarians Section of the A. L. A. At the Colorado Springs meeting a committee was appointed to find three or more libraries for each month to send special notes on children's books. The correspondence necessary was done by the committee. The Booklist merely sent printed tentative lists to the various members designated. This has resulted in hundreds of children's book notes, as numbers of librarians have continued to send notes after their stated 'terms' have expired. The result has been evident in the lists, which have been shorter, but better. The help from children's librarians has never been on so satisfactory a basis, and it is to be hoped that a special committee for this work will be continued from year to year.

"This growing help from children's librarians argues well for the children's book selection in the A. L. A. Catalog Supplement. It also argues well for the possible special lists of graded children's books, and a special short Christmas list for a wide distribution.

"All letters to the Association asking about books or book selection are referred to The Booklist for answer. This correspondence is growing so that if it were really given the time it needs it could absorb half the time of a good assistant in looking up special lists, giving information on special titles, often those which have been excluded from The Booklist, etc. Requests for information come from all over the country, quite as many from individuals not connected with libraries as from librarians.

"The use of The Booklist is growing outside of the libraries. There are more individual subscriptions and more evidences of interest such as the order for five new subscriptions, one to each member of the library board, in a small town; or the order for six copies from a library which puts them in magazine binders and says that they circulate very well with the other magazines.

"The Booklist Books, 1920, was printed in an edition of three thousand. Of these about twenty-five hundred have been sold, June 1. The edition will undoubtedly be exhausted long before the appearance of The Booklist Books, 1921. For The Booklist Books, 1919, only two thousand were printed. This increase in sales is conclusive proof of the use of The Booklist Books of the year. The Booklist Books of the year adds the work of checking over all Booklist titles for the year, making a card list of the first choice, making and printing a tentative list sent to about thirty-five libraries, recording votes as returned, making final choice of titles to be included and seeing the copy through the press.

This entails about as much work as one-half a Booklist and much of it has to be done outside of regular time.

"The professional spirit which results in more notes sent to The Booklist from all over the country is being shown in the attitude of librarians to the work on the next supplement to the A. L. A. Catalog. It is making a joy of that work. One library writes 'this Division feels honored that you have referred the problem to us. We in the Department will be pleased to undertake the compilation of this list'; another writes, 'of course, we will go over it for you and no matter what the size of the job is, it will be our pleasure to do it. If The Booklist needs the help we are just the fellows who will give it, if possible.' There is no space to quote from numbers of letters which all express the same sort of willingness and the same sort of professional pride in the result. These letters are proof that the knowledge developed in intimate use of the books is at the service of any who need it. They mean that each new supplement to the A. L. A. Catalog will represent the work of more librarians and a wider field of interest. Surely no single accomplishment of the A. L. A. as a whole, means more than this free contribution given anonymously, simply for the good of the cause.

"On the other hand the need for the new supplement is expressed in innumerable requests for the selected list 'which we need right away,' or 'I hope you will hurry up the Catalog. I need it for my classifying,' etc."

ARTHUR E. BOSTWICK,  
Chairman.

## Payments for Publications, May 1, 1920, to April 30, 1921

## Cost of publications:

A. L. A. Catalog, 1904-1911 (storage).....	\$ 17.57
A. L. A. Catalog, 1912-1920 (preparing material for).....	501.94
A. L. A. Catalog Rules (reprinted).....	550.77
A. L. A. Index to General Literature.....	138.25
A. L. A. List of subject headings (reprinted).....	2,755.90
A. L. A. Publishing Board Reports, 1919-1920.....	26.70
After-war reading lists, cover design for.....	80.00
Apprentice course for small libraries (Boxing and storage).....	3.42
Booklist .....	3,964.98
Booklist books, 1920. A selection.....	434.80
Buying list of books for small libraries.....	400.00
Cataloging for small libraries (reprinted).....	899.82
Children's graded list (editorial expense).....	110.00
County library .....	195.32
County library with rural book delivery.....	50.00
Guide to reference books (reprinted).....	860.00
Library efficiency test, A questionnaire.....	133.50
Manual of library economy, chap. 13 (revised) (including storage on plates).....	271.00
Mending and repair of books (revised) 4th edition (including plates) .....	182.00
Periodicals for the small library (holding type for six months).....	13.50
Plays for children, An annotated index (proofreading).....	9.45
Reading lists:	
The foreign people in the United States.....	13.75
The new voter.....	133.83
Some principles of businesslike conduct in libraries, Handbook 11 (including plates) .....	245.12
Standard library organization and equipment for secondary schools of different sizes.....	363.45
Viewpoints in biography (cover design and typing manuscript for) .....	38.60
	\$12,393.47

## Sales of Publications

## April 1, 1920, to March 31, 1921

## The Booklist:

Subscriptions .....	\$8,136.60	
Extra copies .....	247.25	\$8,383.85
Handbook 5. Binding for libraries.....	277	37.58
Handbook 6. Mending and repair of books.....	850	161.10
Handbook 7. U. S. Government documents in small libraries (out of print).....	139	19.45
Handbook 8. How to choose editions.....	34	5.55
Handbook 9. Normal library budget.....	40	7.02
Handbook 10. Manual for institution libraries.....	23	5.62
Handbook 11. Some principles of business-like conduct in libraries .....	1,097	268.00
Tract 2. How to start a library.....	95	5.21
Tract 4. Library rooms and buildings.....	29	2.86
Tract 5. Notes from the art section.....	18	1.25
Tract 8. A village library.....	10	.55
Tract 9. Library school training (out of print).....	1	.05
Tract 10. Why do we need a public library?.....	165	7.70
Foreign lists, French fiction .....	33	2.39
Foreign lists, French literature, recent.....	37	9.00
Foreign lists, German .....	24	8.30
Foreign lists, Hungarian (out of print).....	20	2.98
Foreign lists, Polish .....	24	5.73
Foreign lists, Russian .....	20	9.45
Foreign lists, Swedish .....	25	5.94
Reprints, Bostwick, Popularizing music through the library.....	20	2.22
		43.79

Reprints, Buying list of books for small libraries, 3rd edition..	1,201	281.64	
Reprints, Certain, Standard library organization and equipment for secondary schools of different sizes.....	517	192.62	
Reprints, Inspirational influence of books in the life of children	16	.80	
Reprints, Library statistics .....	23	1.09	
Reprints, Making maps available.....	37	1.82	
Reprints, Some recent features in library architecture.....	42	2.09	
Reprints, Reading lists:			
Foreign people in the United States.....	1,500	18.30	
The new voter.....	8,650	111.75	612.33
Warner's library of the world's best literature (cards for), (out of print) .....	2 sets	16.00	
Reed's modern eloquence (cards for).....	1 set	2.50	18.50
League publications:			
Aids in library work with foreigners.....	43	4.70	
Directions for librarian of a small library.....	46	5.25	
League Handbook, 1916 .....	12	5.55	15.50
A. L. A. Manual of library economy, chapters as follows:			
1. American library history.....	33	3.83	
2. Library of Congress.....	32	3.85	
3. The state library.....	35	3.29	
4. College and university library (revised).....	155	22.10	
5. Proprietary and subscription libraries.....	56	6.09	
6. The free public library.....	55	5.78	
7. The high school library.....	179	16.04	
8. Special libraries .....	40	4.60	
9. Library legislation (revised).....	434	44.45	
10. The library building (revised).....	216	15.41	
11. Furniture, fixtures and equipment.....	298	19.07	
12. Library administration (revised).....	333	33.34	
13. Training for librarianship (revised).....	579	61.39	
14. Library service .....	58	6.85	
15. Branch libraries (out of print).....	60	4.92	
16. Book selection .....	328	21.41	
17. Order and accession department.....	355	20.69	
18. Classification .....	390	25.44	
20. Shelf department .....	301	19.18	
21. Loan work (revised).....	421	36.05	
23. Government documents (state and city).....	160	11.06	
24. Bibliography .....	189	14.59	
25. Pamphlets and minor library material.....	102	10.91	
27. Commissions, state aid, etc.....	44	4.22	
29. Library work with children (out of print) .....	29	2.94	
30. Library work with the blind.....	21	2.23	419.73
A. L. A. Bookbinding Committee:			
Care of books in the library (out of print) .....	32	2.95	
Lettering on library books.....	120	11.62	14.57
A. L. A. Catalog, 1904-11 .....	220	336.82	
A. L. A. Index to General Literature.....	20	112.60	
A. L. A. Index to General Literature, Supplement.....	10	38.40	
Apprentice course for small libraries.....	417	251.68	
Booklist books, 1919.....	1,912	417.56	
Booklist books, 1920.....	1,692	414.27	
Books for boys and girls.....	200	40.66	
Catalog rules .....	603	367.09	
Cataloging for small libraries.....	368	681.19	
Collection of social survey material.....	39	4.71	
County library .....	12,940	246.50	
County library with rural book delivery.....	901	45.09	
Graded list of stories for reading aloud (out of print) .....	166	15.27	
Guide to reference books.....	644	1,573.75	
High school list .....	150	72.05	

## AMERICAN LIBRARY ASSOCIATION

Hints to small libraries.....	43	31.48
Hospital list .....	62	16.20
Index to kindergarten songs .....	10	14.99
Index to library reports .....	3	2.70
Library buildings .....	10	.98
Library efficiency test.....	2,179	280.86
List of economical editions .....	4	.68
List of music and books about music.....	33	9.10
List of subject headings, 3rd edition.....	501	1,440.40
List of 550 children's books.....	63	9.24
Lists of material to be obtained free or at small cost (out of print) .....	79	18.98
Periodicals for the small library, 3rd edition.....	417	67.88
Scientific management, List of books on.....	25	2.40
Shakespeare, Brief guide to the literature of.....	26	12.55
Special indexes in American libraries.....	29	2.79
Subject headings for catalogs of juvenile books.....	58	89.89
Subject index to A. L. A. Booklist, v. 1-6.....	14	3.46
Subject index to A. L. A. Booklist, v. 7.....	12	1.18
Viewpoints in travel.....	342	170.19
A. L. A. Bulletin and Proceedings.....	146	57.03
		\$ 6,850.62
		\$16,880.83

# COMMITTEE REPORTS, 1920-21

## BOOKBINDING

The main work of the year has been the care and the scheduling of the two travelling exhibits, and credit for a successful itinerary is entirely due Miss Wheelock. These exhibits have been shown at twenty-three places since the last report was made, with six requests to be filled before August 1st. The exhibits were overhauled, revised, and a few additions made in February. This frequent revision seems necessary that the material be made as helpful and timely as possible. Letters of appreciation received show that the exhibits are helping to answer a need.

The proposed pamphlet on Binding for Schools and School Libraries has progressed slowly, and now is awaiting action toward cooperation with the educational committee.

The usual number of inquiries have been answered and the booklet on Mending and repair of books has been revised and a fourth printing issued.

GERTRUDE STILES, Chairman.

MARY E. WHEELOCK.

FLORENCE DOWDEN.

## BOOK BUYING

With this report the Committee on Book Buying comes of age. It was formed in 1901 as a Committee on Relations with the Booktrade to combat the raised prices of the net system. This system had been introduced the preceding year with the organization of the American Publishers' Association and the American Booksellers' Association in the attempt to check ruinous price-cutting under which publishers were failing and bookstores were going rapidly out of existence. The new order fixed the retail price of a book for the first year after its publication. From this price the libraries received on non-fiction a discount of but 10% as against the usual third off. In inaugurating the system the publishers promised such a reduction in the list price as to result in an actual ad-

vance of but 8% in the cost of such books to libraries. Widespread observation, however, seemed to show an average advance of 20%. Hence the A. L. A. Committee.

At the same time similar agitations were being conducted in England and Germany, though over there no discount at all was allowed. Consequently there was much wigwagging between New York and London. For two years the American committee tried negotiation with the A. P. A., without apparent result, though the Chairman of that day claimed imminent success was spoiled only by the untimely resolutions of certain library organizations. Then came a new committee pledged to strong action. Frontal attack, however, produced no more evident result than had the policy of conciliation; the committee's name after a year was changed to its present title, and it entered upon an energetic program of instruction in economic buying, issuing from 1903 to 1908 a series of thirty-five card bulletins, reprinted in library periodicals, and sent to 3,000 addresses as a sort of correspondence course for small libraries. They counseled importation, delayed purchase, use of second-hand catalogs, remainder sales and auctions; they sought to arrange concerted buying, and checkmated adverse legislation at Washington. In the press this was known as the Librarians' Strike.

Then followed a lull of five or six years, with new attempts at a rapprochement, and then final dissolution of the A. P. A. in 1915, following certain court actions in allied cases which seemed to indicate that the publishers had been acting in restraint of trade and therefore violating the Sherman Act. These decisions led quickly to a run on Congress for legislation in the interest of price maintenance. In one instance the libraries' right of discount was at once involved. So for six years the Stephens Bill (H. R. 9671) and its precursor have been of concern to us all.

Official representation led to amendment excluding libraries from its application.

Finally, as war's aftermath, last year's Committee denounced the German Börsenverein's system of inflated prices against foreign countries on the basis of their monetary exchange status, and particularly the instances of special discrimination against the United States.

In view of this record it becomes the first duty of the present Committee to report that the Stephens Bill still reposes in committee duly amended in our favor. It seems certain to remain thus dormant during the present Extra Session of Congress. The libraries' argument for exemption lies, of course, in the fact (1) that they are educational institutions, mostly supported by public taxation, and (2) that they are virtually wholesale purchasers.

This Committee's positive program during the six months of its existence has centered on foreign buying. This was suggested in the letter of its appointment. It became, thus, the residuary legatee of the war-time Committee on Importations. It has, however, had nothing to buy or sell. Its service has been advisory and, harking back to an early model, the advice has been given in a series of eight bulletins appearing in the following issues of the Library Journal: January 1 and 15; February 1 and 15; March 15; April 15; May 1; and June 1, 1921.

Two questions have been handled and by their nature they have of necessity chiefly interested the larger and the technical libraries, though they ought to concern all. One is as old as the Association and will doubtless outlast it; the other is unique in our annals, as the War, its progenitor, is happily so.

The former covers the practice of American publishing houses' charging unduly high prices for their imported English issues. Time and again in past years has this Committee published the London and New York prices of the same editions, and advised importation as a steady habit. When there seemed danger that we would

shake off sloth or timidity and act wholesale on such sound advice, the attempt was made in copyright revision to cut off our privilege of importing free of duty. So again in the Library Journal of March 15 (see also April 15), the deadly parallel was drawn, showing, on the one hand, three large houses listing their English titles at 74-142% higher in New York than in London and, on the other hand, the fourth selling its American books in London at the New York prices. These list prices are the ones charged individuals; to libraries they ran 31-90% cheaper when imported than when bought in New York. A difference of 21% can be explained for this is the sum of 15% duty plus 6% ocean transportation. The wide divergence is accounted for by the indefensible practice of American houses adding to the price of their imported books a sufficient sum to cover resale to agents, instead of taking this out of the liberal discount London gives them. Thus the library pays the profit of publisher, importer and jobber. The proper source of the agent's supply is London unless New York contributes the agent's discount, and the librarian should order no English issue from its New York house on terms higher than the following, which now lie before the publishers as this Committee's proposal: English price converted into American money at current rate of exchange and two cents a shilling for ocean carriage, plus carriage from New York to library. Importing direct from England is cheaper still, but if time is an important factor, here is a substitute, the highest defensible one. As for personal orders, librarians ought to find it a pleasure to save as many of their clientele as possible from paying \$3.30 to \$4.60 for a book to be got for \$2.30, fresh from the press, and cheaper still in a year or two perhaps.

The other situation which has commanded the Committee's attention grew out of the demoralized condition of international exchange. Foreign money in general, compared with our dollar, fell below

par. The American importing agent's profit fell proportionately; for if, as an example, the shilling came to be worth, not twenty-four cents, but eighteen, the value in American money of the discount granted in English money to the importer by the English publisher shrank thus 25%. If he were to make his usual profit he must add 25% to his usual charge, with the result that the library lost the gain that the enhanced purchasing power of the dollar in England ought to have brought. Quite evidently the Committee had no honorable alternative to advising the libraries to undertake their own importing.

If such were the case with English purchases, how much greater the gain in buying directly from France, when the franc fell from 19.3 cents to 6 cents, or Italy, with the lire melting from 19.3 to 3.5 cents, or Germany, seeing the mark drop from 23.8 cents to 1.5 cents. There was a time, for instance, when certain jobbers were charging twice the Paris price and eight times that of Leipzig, though 25% above the French rate and five times the German one would have yielded the antebellum profit.

In Germany this relatively simple situation was complicated by an extraordinary measure adopted by the Börsenverein der deutschen Büchhändler at the close of 1919 which has no counterpart in the history of international book-selling and has now virtually exploded, as set forth in the Committee's final bulletin. Its peculiarity lay not in the heightened prices charged foreigners but in fixing this surplus charge against the several countries each week according to the status of their exchange. Thus while nine cents was the arbitrary value assigned the mark for the United States in the schedule of February 1, 1920, or 660% above the actual value, only 570% was set down against England, 380% to France, and 370% to Italy, plus a Teuerungszuschlag of 20% in all cases.

The scheme was formulated by certain powerful publishers. They were a year in getting its acceptance by the Börsen-

verein, in which the retailers have a majority. But for once the Börsenverein's decree was defied by numerous important exporters, and it remained a dead letter till April, 1920. On that date the Government, on appeal of the publishers, assumed the enforcement. From that time onward its authority was respected, but less than two months were required to show the authorities that trade would not move under such a condition. Accordingly, though the mark was dropping throughout last summer, America's percentage was kept at 170. This was changed to 250 in October, reduced to 200 in January, to 185 in February. For details see the Committee's first bulletin.

And now comes word that the system of having prices obey the fluctuations of money is abandoned. Instead the world is now divided into two classes according to their exchange status. In the upper group stand Belgium, China, Denmark, Egypt, England, France, Holland, Japan, Norway, Sweden, Switzerland, and the United States. In the lower group are placed Argentina, Brazil, Chile, Greece, Italy, Portugal and Spain. Under this arrangement the former countries will be charged double the domestic price, the latter only 60% more than in Germany. The Teuerungszuschlag is cancelled. Now, as heretofore, antiquarian items are to be exempt. The situation, however, is left in a somewhat chaotic state by two opposing exceptions: (1) Publishers may charge more than 100% if they like; (2) publishers may employ the domestic price if a bill totals more than M. 300. How the new measure will work out, time alone can tell.

Finally, the Committee lent its support to a widespread demand that the three new volumes proposed as supplements to the Eleventh edition of the *Encyclopedia Britannica* be issued on ordinary as well as the India paper alone announced, and in buckram with special stitching, as well as commercial bindings. The first plea was

successful and the second will be allowed also, if enough support it.

M. LLEWELLYN RANEY, Chairman.  
ANNA G. HUBBARD,  
PURD B. WRIGHT,

### CATALOGING

The title of this committee was changed to read "Committee on Cataloging" in place of "Committee on Catalog Rules." The personnel of the Committee is now as follows: Wm. W. Bishop, University of Michigan Library, Chairman; T. F. Currier, Harvard University Library, Cambridge, Mass.; J. C. M. Hanson, University of Chicago Library, Chicago, Ill.; Sophie K. Hiss, Public Library, Cleveland, Ohio; Theresa Hitchler, Public Library, Brooklyn, N. Y.; Harriet E. Howe, Simmons College Library School, Boston, Mass.; A. G. S. Josephson, John Crerar Library, Chicago, Ill.; Charles Martel, Library of Congress, Washington, D. C.; Axel Moth, Public Library, New York City. The committee was not definitely appointed until December 15, 1920, and it unfortunately proved impossible to arrange for a meeting at the Mid-winter Conference at Chicago. There has been much work by correspondence during the winter and spring months.

The tentative *Rules for the Cataloging of Music*, published in advance of the Colorado Springs Conference, and again in the *Proceedings* of the Conference, were before the Association for comment during the year. But few letters have been received by the Committee, and it would appear that the rules have met with general favor—or indifference.

These rules were submitted to the Committee of The [British] Library Association and the following communication was received from Mr. John Minto, secretary of that Committee.

"Our Committee on Catalogue Rules had a meeting in London on the 18th inst., when it was agreed to adopt the Rules [for music] formulated by the A. L. A. Committee, with the under-mentioned alterations:

(1) After the words 'added entry' insert 'when desirable.'

Our Committee considered that added entry under editor, reviewer, or arranger might not be desirable in all circumstances.

(2) Substitute the following—

Enter librettos under composer with added entry under librettist. Enter librettos, without music, under librettist.

(4) To read—

If title-page is insufficient or misleading add cover-title or caption-title in square brackets, whichever contains the better description of the work; or, if necessary, make a composite title from these sources.

(10) After 'included' insert 'in orchestral music band parts to be stated.'

With regard to Rule 4, our Committee are of the opinion that it is desirable in all cases to give the wording of the title-page"

To these suggestions (save for the rule concerning librettos) the A. L. A. Committee (by correspondence) cordially assents. Three members of the Committee did not reply to the request for an expression of opinion, but six voted favorably. The rule for librettos is still a matter on which the Committee finds it difficult, if not impossible, to agree.

In March, 1921, the Chairman of the Committee sent to the members and to persons teaching cataloging in the library schools four suggestions drawn up by Mr. Currier, of Harvard, suggesting changes in the existing code. These have resulted in a voluminous correspondence, and the letters indicate so great a diversity of opinion that a meeting of the Committee will be necessary before an agreement can be reached. It seems probable that the Committee will find it wise to issue all suggested changes, explanations, and amplifications of the present code in pamphlet form, inviting the widest criticism and publicity before reaching a recommendation.

The Committee is thoroughly impressed with the need of caution in recommending

changes in the existing code. The cost of carrying into effect such changes is so great as to compel the Committee to proceed slowly. Meantime, it is willing to receive suggestions from any quarter, and it stands ready to lend its services (so far as possible) in explaining the rules, in affording examples of practice, and in the interpretation of the code.

The Committee still has under consideration the rules for the cataloging of prints and of incunabula.

W. M. W. BISHOP, Chairman.

#### CIVIL SERVICE RELATIONS

The Committee on Civil Service relations was appointed in pursuance of the following resolution passed by the Council at the annual meeting of the Association in 1917:

Resolved, That the president be authorized and requested to appoint a committee on Civil Service relations to confer with the National Assembly of Civil Service Commissions and the Council of the National Civil Service Reform League and cognate organizations and to report, if practicable, at the mid-winter meeting of the Council or at the ensuing conference.

The War intervening, it was impossible for the Committee to take any steps toward carrying out the object of the resolution, but on December 15, 1920, the present committee was appointed. It agreed to divide the work of the committee as follows: Dr. G. F. Bowerman, on federal relations; Mr. M. J. Ferguson, on state relations; Mr. C. F. D. Belden and Mr. C. B. Roden, on municipal relations; and Mr. P. L. Windsor, on the relations between civil service administration and standardization of libraries.

At the request of the chairman the president of the National Assembly of civil service commissions, Mr. J. J. Reilly, of the Massachusetts Civil Service Commission, on October 4, appointed the following committee of the Assembly to confer with us: Mr. Thomas C. Murray, chief examiner of the Municipal Civil Service Commission, New York City, chairman, Miss Alice R. Taylor, secretary of the Connecticut State Commissions, and Mr. Mark H. Place,

secretary of the Civil Service Commission, Milwaukee.

After the appointment of the members of our Committee, December 15, and correspondence between members of the Committee, the following questions were on February 24, presented to the Committee of the Assembly for their consideration:

1. If the Library Association will arrange for the compilation of a bibliography of civil service in the United States, and annual supplements thereto, will the Assembly arrange for its publication?

2. Will the Assembly unite with the Association in asking the Institute for government research or other similar organization to investigate the subject of civil service administration, especially in its relation to the professional branches of service, federal, state, and municipal?

3. If the Library Association will agree upon standards of service, can the Assembly of civil service commissioners recommend either the establishment of a general examination board, the recognition of the results of examinations given by such a board, or the recognition of the results of examinations by other civil service commissions adopting the same standards of service?

These questions the Committee of the Assembly still have under consideration.

The president of the National Association of State Libraries, at the request of the chairman of the Committee, appointed the following committee December 6 to draft preliminary specifications for positions in state libraries: Mr. M. J. Ferguson, Mr. G. G. Glasier, and Mr. G. S. Godard.

The assistance of Mr. Miles O. Price of the University of Illinois was also secured in the investigation of local conditions in the State of Illinois.

W. DAWSON JOHNSTON, Chairman.  
C. B. RODEN,  
G. F. BOWERMAN,  
P. L. WINDSOR,  
M. J. FERGUSON,  
C. F. D. BELDEN.

#### COMMITTEE ON COMMITTEES

A letter from the Secretary, under date of January 24, 1921, advised the undersigned of their appointment by the Presi-

dent as a Committee on Committees. The same letter stated that:

"It was understood that the purpose of this Committee was to draft a brief statement showing what is the work of each Committee and also to make recommendations as to the Committees to be created or discontinued."

The President, writing under date of January 29, 1921, repeated and confirmed this statement of specifications and added:

"It would also seem to be within the scope of this Committee's duties to suggest to the Revision Committee what should be properly included in the By-laws regarding committees."

It should be noted that this Committee was appointed by the President upon the following vote of the Council at the Mid-winter Meeting in Chicago on December 29, 1920:

*"Voted:* That the President appoint a Committee on Committees to report to the Council."

This vote, and the action taken by authority thereof, afford a convenient example of the complexities of organization under the present constitution of the A. L. A.

Three questions that we consider germane to the duties of the Committee on Committees as above outlined, suggest themselves at the very beginning of our investigations. They are:

1. Has the Council the constitutional right to create committees, or to request or instruct the President of the American Library Association to appoint committees?

2. Assuming this right, should committees so created or appointed be made up of persons who are not members of the Council, and have they any authority, jurisdiction or power whatsoever, except in such matters as are expressly delegated to the Council in Section 16 of the present Constitution?

3. Are the examination of and report upon the functions and performances of the standing or special committees of the American Library Association itself among the matters so delegated to the Council in Section 16?

The Constitution throws little light upon these questions. Section 14, entitled "Council" begins with an enumeration of the persons who shall constitute the Council, but no provision occurs anywhere for

the creation of a body that shall be known as a (or the) Council. It is not an essential part of the administrative machinery of the Association, whose existence might be implied as necessary to give effect to the Constitution or the business of the Association. In fact, Section 16, setting out the "Duties" of this autochthonous body quite clearly excludes all possible inferences or implications of any administrative or executive functions whatsoever. Neither is it anywhere provided or implied that the President of the Association is *ex officio* the chairman of the Council or that that body has not the right to elect its presiding officer from its membership at large. It should be observed, however, that the President is always a member of the Council. It seems to have been taken for granted that he is therefore its chairman, and subject to its will.

All deliberative bodies, of course, have the right to create and appoint committees or to direct their presiding officers to appoint committees so created. The membership of such committees is, however, by all rules of reason and parliamentary practice, limited to persons holding membership in the body creating the committee, and naturally terminates with the termination of their tenure as members of the creating body.

In the present instance the undersigned constitute a Committee on Committees, created by vote of the Council, to examine into, and report back to the latter upon matters that by no stretch of interpretation can be read into the category of subjects that the Council, under Section 16, "may consider," namely: "questions of public and professional interest... matters of library policy or practice... the policy of the Association." It is composed of three persons, only one of whom is a Council member; it is appointed by the President of the A. L. A. under instructions from a body which has no express right to instruct anybody save its own properly chosen officers or sub-committees, and the President of the A. L. A. is neither a chosen nor a designated officer of the Coun-

cial. Its report will be received by the same body, without any authority over most of the committees reported upon, since most of them were not appointed by it; nor any power of initiative or revision in the premises, unless the Committees of the A. L. A. as a whole, their creation, their duties or the manner of performance of the latter, be assumed as comprehended among "questions of public and professional interest, matters of library policy or practice, or the policy of the Association." Unquestionably the report, proceedings or researches of one or more of the Committees might come, or be brought, to the attention of the Council as within the scope of its chartered liberties, set out in Section 16. But this should be brought about by order of the Association or reference from the Executive Board, and it is at least not equally unquestionable whether a survey of the entire committee machinery of the A. L. A. can be ordered by the Council, save for its own academic interest and information, such survey to be made by a sub-committee of its own members.

The foregoing is written in no spirit of frivolity or hyper-technicality. As was said in the beginning, the case of the Committee on Committees itself presented a clear illustration of the vague and ill-defined organization set up by the Constitution. We have Committees, both standing and special, appointed by the Executive Board under its undoubted authority both expressed and implied in Section 11 of the Constitution. We have other Committees appointed by the Council (i.e. presumably by the President of the A. L. A. under vote of the Council, although the Handbook simply says "appointed by the Council") which are in effect and from the nature of their duties quite as much standing committees as those created as such by the Executive Board; whose membership comprises persons not members of the Council; which continue indefinitely and are engaged in work not within the authority of the Council (save through sub-committees for its own information), and which as-

sume to represent and speak for the Association itself without the properly delegated power so to do.

We have also committees appointed by the Publishing Board and by the various sections. They were not regarded as falling within the purview of the Committee on Committees.

The common definition of a standing committee is: One appointed for the consideration of an entire group or class of subjects, as against a single or special topic or problem. It is often vested with authority to originate business within its jurisdiction and is usually continued indefinitely until its whole field has been covered or exhausted.

The Council itself, if it be anything else than a voluntary association, is a standing committee and nothing more. As such its committee appointments should be limited to the creation of sub-committees of its own membership. On the other hand it has, of course, the right to recommend to the Association and the Executive Board that committees of larger scope and wider membership be created. It has not the authority to *vote* such creations, and the parliamentary amenities as well as the coordination of our committee activities would be materially served if this view of its powers were accepted and the committee appointing power for the A. L. A. were centralized, say, in the Executive Board.

Several of our standing committees are in reality Commissions of experts, with full power to act, to make rulings, decisions and dispositions and to commit the Association to such decisions or to policies of national or even international import without the necessity of reference or confirmation. Their reports are simply reports of progress and their activities are apparently and properly subject to no sort of revision or supervision whatever, unless they themselves choose to submit them to conference or discussion. An example of this sort of a Commission is the Committee on Cataloging, formerly styled the Committee on Cataloging Rules. This body, although called a Special Commit-

tee, is vested with full and absolute powers to formulate rules for cataloging and to speak for and represent the Association in this department. Other Committees with a similar plenitude of authority are those on Bookbinding, Federal and State Relations, Library Administration (this committee and those on Library Training, Program and Resolutions, are created and have their duties defined in the By-Laws), and, perhaps, Book Buying and Decimal Classification.

This complete delegation of power in special fields is, of course, entirely wise and proper, and these Committees are invariably made up of persons possessing special qualifications, whom the A. L. A. is proud to designate as its plenipotentiaries. It is suggested, however, that the creation of such Committees, and the definition of their jurisdiction, be made the subject of a special group of by-laws under the head of Standing Committees, directing the source and manner of their appointment, and specifying their functions and authority, and that, as new ones are created, new by-laws be added.

Mr. J. I. Wyer, jr., in his letter to this Committee as Chairman of the Committee on State and Federal Relations, points out a dilemma which must frequently confront the committee chairmen by reason of the want of definition of powers and jurisdiction that prevails generally among our committees. He says:

"There is one matter which has not been perfectly clear to me. How far is a single committee entitled to put the Association on record or commit it to a matter of policy in favoring or opposing legislation? There are two opinions in this country about the Smith-Towner bill and before our committee made active efforts to advance it this winter I preferred to have the Executive Board reaffirm the Council's Asbury Park approval of two years ago. . . . The A. L. A. membership is not wholly uncritical and how is the Committee on Federal and State Relations to know whether the action which may be its best judgment will be backed up by the Association?"

This just criticism exactly points the moral that we have endeavored to impress

in our preceding remarks namely: That it is imperative that our Committees should not only know the source of their authority and be able to trace their title back to the Association itself as the only real fountain of authority, but also the extent thereof; that they are entitled to a specific written statement, such as a clause in the by-laws or a positive enactment by the Executive Board, framed at the time of their creation, to serve as a charter or warrant for their activities. It is just because this has never been systematically done that the present inquiry (or inquest) was instituted, to discover, if possible, through such evidence as could be adduced, direct, indirect, collateral and sometimes psychoanalytic, what was in the minds of the numerous and divers committee creators when the various committees were called into being.

The results of our labors, herewith submitted, are no more satisfactory to us than they can be to the Council and, in any event, cannot be final. They should be referred for further discussion and revision, either to the Council, the Executive Board, the Committee on Constitutional Revision, or, possibly, to the committee here reporting, with a grant of further time.

The sources of our information were, first, replies to inquiries addressed to the chairmen of most of the committees of the A. L. A. and Council as found in the Handbook for 1920, occasionally supplemented by similar statements from chairmen of previous years. Such replies, exhaustive, painstaking, and instructive, were received from all the committees to whom our letter was sent. Some committees, such as Program, Travel, Finance, whose names clearly connote their purpose, were not asked for statements. Secondly, the Proceedings and Bulletins were searched (but not prior to 1915) for committee reports or discussions. In this connection we note as an apparent defect in our committee system the custom of submitting reports in writing, to be printed in advance of the annual or mid-

winter meetings, and dispensing with oral presentation except by special arrangement or for specially important subjects. A recommendation seems warranted that all committee reports save those dealing with mere business routine—travel, program, etc., be accorded a fixed place on the program either of the Association or the Council. Among the duties allotted to the latter body the receipt and consideration of all important committee reports might well be included as a profitable and appropriate function.

In addition to the above mentioned sources of information we have also had the benefit of consultation with the Secretary and of several valuable letters from the President, which cast ample light upon the intent of the Council and President in the creation of this committee as well as upon the involved and perplexing condition of our committee organization. We can hardly hope that this report will prove to be a material contribution either toward fulfilling that intent or improving that condition.

One task that the Secretary particularly urged this Committee to undertake remains to a large extent unaccomplished. This is to "prepare a very brief statement showing what is the work of each committee, which could be printed in the Handbook so that new committee members might know what their functions are." The following annotations will be found far from brief, and will need much condensation and revision before they can serve this purpose. To do this properly will require more time than was at our disposal, and the collaboration of persons commanding a more intimate and more extensive acquaintance with the work of the committees than the undersigned have been able to acquire through the sources of information available to them. The Secretary himself should be constantly consulted in this final compilation.

With this lengthy preamble, and conscious of a title to authority more or less clouded, your committee proceeds to submit the following budget of notes con-

cerning the separate committees of the A. L. A. and Council. It will be seen that we have made few recommendations as to the discontinuance or merger of committees, and have found a surprisingly small amount of overlapping or duplication of authority. Considerable misunderstanding, however, exists among the committees as to the extent and limitations of their functions and authority. It is our hope that the present report may prove to be a contribution toward the abatement of these perplexities. Committee activity, in a large organization holding but one general meeting each year, is both necessary and desirable. To promote and usefully to employ it, without friction and with ample provisions for its fullest development, should constitute one of the chief pre-occupations of the Central authority, and should not be divided.

Unfortunately there has not been time to submit these notes to the chairmen of the several committees before inclusion in this report. They are based in every instance upon the letters received in answer to our questionnaire, but the deductions and conclusions are the sole responsibility of the committee here reporting. It should also be observed that we have adhered to the classification into Standing and Special Committees formerly followed in the official list, but discontinued in the Handbook for 1920.

#### Standing Committees

**Bookbinding.** Created by the Executive Board, 1905.

A commission of experts to act in an advisory capacity to the membership at large on all matters pertaining to binding, rebinding, magazine and pamphlet binding and book papers.

Maintains collections of specimens and materials of binding and repair processes which are circulated as exhibits.

Has formulated specifications for library bindings, e. g., of the 11th ed. of the Encyclopedia Britannica, reference books, and for re-enforcements; also for book cloths, all of which have found general

acceptance among binders, publishers and manufacturers.

Compiled several booklets published by the A. L. A. Publishing Board.

Makes an annual report of progress, and on the state of the industry as related to libraries.

**Book Buying.** Created 1903, by the Executive Board.

To keep in touch with and report to the membership at large upon prices and discounts to libraries of American and foreign publications. Issues bulletins of news and advice on matters arising in its field. Apparently empowered to represent the A. L. A. in negotiations with the book trade and before legislative bodies in controversies relating to price maintenance, terms, and kindred questions. As at present constituted and conducted, this is rather a Committee on Book Prices than on Book Buying. In any event, this is an important standing committee which should be vested with ample and well defined powers.

**Cataloging.** Created, 1917, as a Special Committee on Cataloging Rules primarily to act with the committee of the British Library Association to formulate additional rules for cataloging and such changes in the existing code as might seem desirable from the standpoint of maintaining or securing uniform practice in British and American libraries. Changed to its present form of name in 1920, and is now:

A commission of experts to advise the membership at large on the practice of cataloging, and to act as a tribunal with final jurisdiction in interpreting and revising old rules and formulating new ones. Has recently issued rules for cataloging music, and is now at work, through subcommittees, on rules for incunabula and prints. An important standing committee with plenary powers. Makes an annual report of progress but is apparently vested with independent authority, not subject to confirmation. Reference of its annual report to the Catalog Section, or to the Council, for discussion and, possibly, for approval or acceptance might prove useful.

**Education.** Successor to the Committee on Co-operation with Educational Associations.

To promote and direct relations between the two tax-supported educational agencies, the public library and the public school, and advance the cause of library service in educational institutions, i. e., grade schools, high schools, night and continuation schools, normal schools, colleges and universities, primarily but not exclusively those under public control and supported by taxation.

To this end the committee is arranging for the creation of state committees on education by the state library associations, and announces the following program:

To give publicity and encouragement to the library program of the National Education Association.

To give publicity and encouragement to the school library program of the school and college library sections of the A. L. A.

To give publicity and encouragement to the library program of each State Committee on Education.

To formulate and to give publicity to certain fundamental principles that must underlie a normal, forward moving development of school libraries. This does not mean the laying down of certain definite methods of procedure. Each state will have its own convictions as to practice.

(a) The establishment of library courses for the training of school librarians adequate to care for the needs of the state.

(b) The establishment of equal standards of preparation and compensation for librarians and teachers in the same community or institution.

(c) The establishment of instruction in the use of books and libraries in every school according to the age and needs of the students from the elementary school through the university.

**Federal and State Relations.** To consider all matters involving legislative or governmental action affecting libraries, and to represent the Association in hearings or negotiations before legislative or governmental authorities. As a com-

mittee of a national organization its activities are almost wholly applied to federal relations, there being no instance on record of its intervention in state affairs. Since questions of legal or executive action affecting interests of other committees frequently arise, e. g. federal price regulations, government printing, etc., the powers and functions of the present committee should be clearly stated. Interlocking memberships, as suggested elsewhere, might be a wise expedient.

**International Relations.** To consider questions involving international relations of the Association as such, and to represent it, or advise the Executive Board as to representation or participation, in affairs of international import, such as co-operation with foreign governments, associations or institutions. Cognizance, initiation or supervision of separate library enterprises abroad are not included among its duties. Occasions for committee activity are therefore infrequent and are limited to international affairs affecting or enlisting the corporate interests of the Association only as a whole.

**Library Administration.** Created in By-laws, Section 7, viz.:

"The Executive board shall appoint annually a committee of three on library administration to consider and report improvements in any department of library economy, and make recommendations looking to harmony, uniformity and co-operation, with a view of economical administration."

The existence and activities of other committees on special branches of library administration, e. g. cataloging, book buying, bookbinding and library training, and those on library work with special classes, have somewhat blurred the functional outlines of this committee, so that it now describes its scope as comprehending "administrative problems not specifically assigned to other committees." Latterly it has concerned itself with report forms and other purely *executive* phases of library administration. Its excellent report on labor-saving devices and on economies

as developed in our war experiences, however, show that there is still a place for a committee to follow the general trend of administrative methods. Possibly a change in name, from Administration to Methods, would be useful.

**Library Training.** Section 6 of the By-laws creates this Committee in the following words:

"The Executive board shall appoint a committee of eight on library training, which shall from time to time investigate the whole subject of library schools and courses of study, and report the results of the investigations, with its recommendations. The membership of this committee shall be as follows: one member of a state library commission, one librarian of a free public library of at least 50,000 volumes, one librarian of a college or reference library, one library trustee, four library school graduates, including one from the faculty of a library school; one school graduate and one other member to retire each year."

This committee, and the Committee on Library Administration, are the only two standing committees provided for in the By-laws (except those on nominations, resolutions and finance, the latter being created by Sec. 12 of the constitution). Its duties are clearly set out and the clause stipulating qualifications for membership is interesting though it might prove embarrassing as a precedent. On the other hand, it is not clear why membership on this committee alone should be surrounded by such specifications.

One of our most important committees, with definite powers usefully employed.

**Public Documents.** The present chairman of this committee defines its functions as being:

"To take cognizance of all matters relating to public documents issued in the United States, whether federal, state or municipal." The recommendation is made that Canada be included, and the observation is added that the committee does not seem at any time to have "concerned itself with foreign documents."

Since the primary duty of the committee seems to be to promote knowledge and use of public documents in American libraries, and to facilitate their acquisition, there does not seem to be any good reason why foreign documents should not be included.

Secondarily, the committee intervenes as the representative of the Association in matters pertaining to, or affecting, the issue and distribution of federal documents, as in the case of the printing bill now before Congress. This representative function seems clearly within the necessary powers of the committee, but should not be left to implication. There are possibilities here of conflict or overlapping with the Committee on Federal and State Relations. Interlocking memberships in these two committees at present render this possibility remote. This device might be usefully kept in mind to forestall such conflicts in other directions.

**Publicity.** Created as a special committee by the Executive Board, 1917, changed to a standing committee in connection with the Enlarged Program. By an oversight, discovered too late for correction, the present chairman was not asked for a statement.

Publicity for the Association is so obviously a branch of the administrative functions of the Secretary's office that it is difficult to see how it can be successfully covered by a committee of volunteers however expert in practice or generous in their expenditure of time and energy. As a matter of fact neither Association nor library publicity is a proper subject for the activities of a committee which can only plan, advise and urge, without the means or authority to make its efforts effective. Conference publicity, extending over a period of a few weeks each year might conceivably be thus accomplished, indeed, has been accomplished with remarkable success in the past. Probably the present Publicity Committee would agree with these conclusions.

We can only add that it is most unfortunate that the headquarters office must con-

tinue without the resources and machinery to undertake so important an activity upon an adequate scale. In these circumstances the Association is fortunate in being able to command the devotion and enterprise displayed by this committee, past and present.

**Work with the Blind.** Reports on conditions and accomplishments of libraries for the blind and encourages the establishment of such libraries. At present handles matters in connection with service to the war blind and the printing of embossed books for this service.

#### Special Committees

**Affiliation with the Library Workers' Association.** A Council Committee, created 1920, whose duties are sufficiently explained by its name. Expects to render a final report at the current Conference, and to be discharged.

**Civil Service Relations.** "Appointed by the Council," 1917. Four of its six members are present members of the Council. Created under authority of a Council resolution:

"That the President be authorized and requested to appoint a Committee on Civil Service Relations to confer with the National Assembly of Civil Service Commissions and the Council of the National Civil Service Reform League and to report, if practicable, at the mid-winter meeting of the Council or at the ensuing conference.

The Committee has made but one report (Asbury Park, 1919) since its creation. It is not clear whether this report was made to the Association or to the Council but it was probably made to the former.

It is recommended that the statement of the functions of this Committee be enlarged to include the assumption of general cognizance of civil service relations and legislation as they affect libraries, analogous to the duties of the Committee on Federal and State Relations, and that it be taken over by the Executive Board as a Standing Committee of the A. L. A.

**Decimal Classification Advisory Committee.** Appointed by the Executive Board, 1916.

To confer with the editors of the Dewey Decimal Classification, offer advice as to the inclusion and location of new subjects and schedules, and, in general, to represent American library interests in the development and application of the Decimal and other standard book classifications.

Similar in scope and authority to the Committee on Cataloging, and, like the latter, should be changed to a Standing Committee of the Association.

**Committee of Five on Library Service.** Appointed by the Executive Board, 1919, to prepare a survey of the present work of American libraries. Under the enlarged program the committee expected to receive a large appropriation enabling it to organize the survey on a professional scale. Failing this, it expects to proceed with the survey by volunteer work, hoping to enlist the aid of a large number of workers. A very important special committee, confronted by a stupendous task which, in less capable hands, might be defeated by its own magnitude.

**Foreign Publications.** Originated at the Mid-winter Meeting of the Middle Western University Librarians, 1919-20, for the purpose of securing better service for libraries in the completion of files of periodicals issued in Germany and Austria during the war period. On recommendation of the section the committee was appointed by the Executive Board in December, 1920, and is listed among the committees of the A. L. A.

This committee presents the only clear case of duplication we have encountered, since the problems with which it deals are fully comprehended within the scope of the Book Buying Committee. It should be returned to its rightful parents, the University Librarians.

**Institutional Libraries.** Created by the Executive Board, 1915; formerly called Committee on Library Work in Hospitals and Charitable and Correctional Institu-

tions. To promote the cause of organized library service in institutions and to render all possible aid in bringing this about.

This is one of a group of committees on library work with special classes which should be represented at headquarters by a paid extension officer to whom they might act as advisors. Meanwhile they are undertaking to carry on extension work in their respective fields through volunteer and leisure time efforts of their self-sacrificing members, a doubtful expedient, justified only by the necessities of the Association. Others of this type are the committees on work with the foreign born and with the blind. They are really executive committees and make annual reports of work done similar to the report of an executive officer. They should at least be given the status of standing committees.

**International Bibliography of Humanistic Literature.** Created by the Association 1919. To assist in the preparation, especially by advice as to methods, of an international bibliography of humanistic subjects, similar in extent and scope to the International Catalog of Scientific Literature. This project originated with the American Association of University Professors, and was presented to the A. L. A. by Prof. F. J. Teggart as chairman of a special committee of that body. Progress depends upon financial support.

**Investigation of Manner in which Municipalities are Meeting Obligations to Donors.** Created, 1916, by the Executive Board. A committee whose task, fully described in its title, involves the application of much industry and considerable diplomacy. The committee, which does not seem to have reported before, expects to report at this conference recommending that the work be done by headquarters.

**Joint Committee of Seven with Special Libraries Association.** This committee was created by action of the Executive Board following the discharge of a preceding committee. The duties of this committee are to confer as to appropriate activities which might be jointly undertaken by the American Library Association and the

Special Libraries Association. Three members are appointed by the President of each Association and the seventh by these six.

**Legislation.** Created by the Council, 1917. To keep itself and the Association informed on current American library legislation, federal and state, and to prepare a digest of all library laws, of more than local import, enacted during the year. Has drafted a model commission law and is now engaged upon a model county library law.

It seems proper to recommend that, unless or until the Secretary's office can cover the field, this committee should continue as a standing committee of the A. L. A. An alternative would be to assign its duties to the Committee on Federal and State Relations or the Committee on Library Administration.

**Library Co-operation with other Countries.** Created by the Executive Board, 1921. To respond to calls from abroad, i. e., from municipalities and other official bodies, for assistance and advice in the application of American library methods.

If this important activity must be covered by a committee instead of being controlled from headquarters, the authority of the committee should be explicit and ample. Apparently it has power to designate or invite members of the A. L. A. to contribute their services or to execute special commissions. This should either be clearly specified or reserved to the Executive Board or its officers.

**National Certification and Training.** Appointed by the Executive Board, 1920, as the result of recommendations included in the report of the Special Committee on Certification, Standardization and Library Training, printed in the Proceedings, 1920, p. 311 et seq. Its object is to promote the project of a National Board of Certification.

The report mentioned urges the creation of a Board of nine members, with a competent executive staff and ample funds, to investigate and evaluate all agencies for library training, correlate their methods, and provide for an authoritative system of

credentials or certification for librarians in various grades.

This report was made with a view to inclusion in the Enlarged Program and looked forward to the provision of funds for the employment of experts and the maintenance of a central office.

Section 4 of the "specific recommendations" in the report reads:

"That, pending constitutional provisions for such a board, the Executive Board of the American Library Association be instructed to appoint a committee of nine members to be constituted substantially as outlined in the foregoing report."

No conflict of function or jurisdiction exists between this and other Committees.

The action regarding, and the consideration of, certification by the several states emphasizes the importance of up-to-date reports on the subject.

**Reciprocal Relations with Other National Organizations.** To advance the possibility and arrange for the establishment of co-operation between public libraries and various activities and interests represented in national organizations; also to arrange for A. L. A. representation at meetings of such organizations where feasible. The committee notifies libraries of conventions to be held in their localities and urges them to offer their resources to the visitors as well as to the officials of the convention and local committee.

This seems to be a secretarial function of a more or less clerical nature rather than a piece of work to occupy the attention of a special group of members acting as a committee. Should be transferred to the Secretary's office as soon as provision can be made for it. Meanwhile the Association is fortunate in having it covered by the volunteer activities of this special committee.

**Recruiting for Library Service.** A special committee born of the necessities of the times and to be discharged when the emergency shall have passed. Occupies a field entirely its own, namely:

To present the claims of librarianship as a vocation for young people. The com-

mittee is preparing a vocational exhibit, on view at this Conference.

**Revision of Adams' Manual of Historical Literature.** To co-operate with a similar committee of the American Historical Association in preparing a revised edition of the Manual of Historical Literature, by Charles Kendall Adams, first published in 1882. The bibliographical and editorial work is chiefly in the hands of the committee of the American Historical Association, the function of the A. L. A. committee being more of an advisory nature as to form, etc. The chairman of the latter committee is a member of the committee of expected in 1922.

**Service to Traveling Salesmen.** To confer with the National Council of the Traveling Men's Association to devise a method of enabling its members to borrow books of any public library and return them to any other public library.

This would seem to be largely a local problem. If it has national or Association aspects, it should be referred to the Standing Committee on Library Administration.

**Sponsorship for Knowledge.** A special committee of the Council, created January, 1919, to develop a plan for Sponsorships for Knowledge on a national scale. At present the committee is devoting its attention to Boston only, expecting to submit the arrangements to be there perfected as a model or illustration for an undertaking on national lines.

**Standardization of Libraries.** Appointed by the Council, Mid-winter Meeting, 1916-17. To take up the question of standardization of libraries and librarians, the certifications of librarians, the definition of library personnel terminology.

The interesting proviso is added that this committee, appointed by the President upon instruction of the Council, "shall report to the whole Association."

**Transfer of Library War Service.** Created by the Executive Board, 1920. A special committee with a definite task

which it expects to complete in the near future.

**Union List.** A committee of the Council, serves chiefly as a Committee for information to endeavor to secure action by other bodies rather than to do any work itself.

One of its functions is to arrange for the compilation of a national joint list of serials available in the public, institutional and society libraries of the entire country.

**Ventilation and Lighting.** A special committee of the Council for investigating progress and development in the field of lighting and ventilation for libraries. Expects to complete its work at the present session.

**Work with the Foreign Born.** Created by the Executive Bard, 1917. To extend the knowledge and use of libraries among the foreign born, especially the unassimilated foreign born. To assemble a body of information and practice relating to work in this field. Should be a standing committee.

In addition to these there are the Committees on Constitution and By-laws; Finance; Membership, and Program, which did not seem to call for description or discussion.

All of which is respectfully submitted,

C. B. RODEN, Chairman.

CHALMERS HADLEY.

T. W. KOCH.

Chicago, May 21st, 1921.

#### CONSTITUTION AND BY-LAWS

This report was printed in the May Bulletin. Separates are available.

#### DECIMAL CLASSIFICATION ADVISORY

Decimal Classification Advisory Committee respectfully reports that their work has been seriously hindered by the death of the Secretary, and the absorption of their Chairman in other duties, but they are considering a most important extension of the classification in 651 and 658.

CLEMENT W. ANDREWS, Chairman.

## EDUCATION.

## Report of Progress—June, 1921.

The Committee held one meeting in Chicago at midyear. Three members besides the chairman were present but others interested joined in the discussions. The following general statement of the duties and functions of the committee, based upon this conference was prepared in April for the A. L. A. Committee on Committees:

The Committee on Education seems to have had its inception in a desire to co-operate with the N. E. A. for the purpose of bringing the public library systems and the public systems of the country into satisfactory working relations. The public schools systems we are defining as consisting of the state universities, normal schools, high schools, elementary schools, night schools and continuation schools, namely those schools, supported by taxation, for the training of the school age population and adults.

Our committee believes that it would be well to limit our efforts to the library work of and with organized public schools in this largest sense of the term. As public schools are controlled and directed by separate state and local communities, the A. L. A. Committee on Education believes that its chief duty is to act as a clearing house for the ideas evolved in the several states. Therefore, it has suggested to each state association the appointment of a State Committee on Education. The duties of this committee would be to strengthen the library work in and with schools. Twenty-five states have already appointed such committees.

The objective is co-operation between the two educational systems supported by the public as training centers for the school age population.

## Duties.

(1) To give publicity and encouragement to the library program of the National Education Association.

(2) To give publicity and encouragement to the school library program of the school and college library sections of the A. L. A.

(3) To give publicity and encouragement to the library program of each State Committee on Education.

(4) To formulate and to give publicity to certain fundamental principles that must underlie a forward moving, normal development of school libraries. This does not mean the laying down of certain definite methods of procedure. Each state will have its own convictions as to practice.

(a) The establishment of library courses for the training of school librarians adequate to care for the needs of the state.

(b) The establishment of equal standards of preparation and compensation for librarians and teachers in the same community or institution.

(c) The establishment of instruction in the use of books and libraries in every school according to the age and needs of the students from the elementary school through the university.

While special emphasis should be laid upon work in publicly supported institutions, private institutions, especially those training teachers, should be included.

A letter was sent to the president of each state library association suggesting the appointment of a state committee on education. Twenty-six committees have been organized.

Five questionnaires were prepared, emphasizing four points:

State and City Supervision of School libraries.

The status and salary of school librarians.

The state's facilities for training school librarians.

Instruction of students in the use of books and libraries.

These questionnaires have been distributed and the state chairmen are co-operating with the A. L. A. Committee in every way.

We hope that this plan may help to relate the work of the state associations to the national association and that strong state programs may also result.

The final report based on returns from the questionnaires will be made later.

Very truly yours,

HARRIET A. WOOD, Chairman.

Note. Supplementary and illustrative material submitted with this report is on

file at A. L. A. Headquarters and may be seen by anyone interested.

#### FEDERAL AND STATE RELATIONS

Your present Committee on Federal and State Relations was notified of its appointment and personnel on December 15, 1920, and its report, which was required on May 20, 1921, for publication in advance of the annual meeting, is therefore concerned with but five months' work.

A Committee on Federal and State Relations was first appointed at the annual meeting at Asheville, May 24-29, 1907, with the following statement of purpose: "The above committee will consider questions of library post, copyright, and all matters involving legislation or action affecting libraries not within the province of other committees of the Association, or which may be referred to it by other committees."

To this may be added the following statement made to the Executive Board in 1914, designed to outline the chief purpose of several of the Association's committees: "To provide for the proper conduct of negotiations and the maintenance of official relations between the Association and other organizations or administrative bodies. Examples: The committees on (1) International Relations; (2) Federal and State Relations; (3) Co-operation with the National Education Association; (4) Resolutions.

These two brief, rather vague expressions form the sole official statement of anything suggesting the constitutional or even the traditional functions ascribed to this committee in the past. It will be noted that they provide for "*consideration*," for "*conduct of negotiations*" and "*maintenance of official relations*" but nowhere for outright decisions and action. In practice, however, as appears from its annual reports to the Association, the Committee has in writing and orally in hearings and interviews advocated or opposed legislation and taken a decided stand upon matters of federal ruling or practice. This raises the question "How far is a single committee authorized to put the Asso-

ciation on record or commit it to a policy or line of action? The constitution lodges with the Council the determination of policies. The active advocacy of the Towner bill to establish a department of education or of one or more of the several measures seeking to standardize and classify the federal civil service would seem clearly to be a matter of policy yet such action on these and a variety of similar matters appears to be expected from this committee and to have been taken by it in past years. There are certain matters which in the past few months have seemed to your committee so obviously wise and appropriate for active favoring effort as to raise no misgiving in the minds of its members. Yet we are conscious that the Council might not always take the same view of them and the membership at large, certainly a responsive and not uncritical one, might easily and quite properly object to or repudiate such action by a committee.

Your present committee, and especially its chairman, feels that *either*

1. The Council should cede a measure of its authority or policy-determining responsibility to this committee (and this may not be at all wise or even legal) if it is expected to act promptly for the Association in matters of pending or needed legislation;

*or*

2. Without such warrant the Committee should confine its work to accumulating information regarding matters within its pretty well defined field and to presenting such facts with suitable comment or recommendation to the Council or Association and act thereafter only on specific instructions.

This aspect, and it is a fundamental one, of the Committee's activities is earnestly commended to the Association for consideration. Such consideration will not overlook the fact that the need and the best time for effective action with congressional committees, state legislatures and public officers can seldom be determined accurately in advance and that sometimes need

will arise suddenly for immediate action in a matter which can scarcely have been foreseen or anticipated by the Council.

The Committee's membership represents seven states and the District of Columbia, purposely a wide geographical distribution—a condition which has made meetings impossible. An active correspondence has, however, been carried on by the chairman with all members and attention has been given to many matters referred to the Committee from officers, other committees of the Association and from a few individual members. The most important of these matters are the following.

**The Towner education bill.** As introduced in the present Congress, April 11, 1921, this measure is H. R. 7. Its title is "A bill to create a department of education, to authorize appropriations for the conduct of said department, to authorize the appropriation of money to encourage the states in the promotion and support of education, and for other purposes."

This bill was first brought to the notice of the American Library Association at the Asbury Park meeting, 1919, when the Council approved its then form, as follows:

The Council of the American Library Association endorses the Educational Bill (H. R. 7) introduced into the House of Representatives by the Hon. Horace M. Towner, and urges upon the Congress of the United States the early consideration and adoption of this measure.

In December, 1920, the National Education Association requested A. L. A. support of this measure and the matter was referred to the Committee on Federal and State Relations. Since the bill approved at Asbury Park, the Towner bill had been pretty much rewritten and greatly changed. It seemed to your committee that in so important a matter and in view of the fact that there was, and is, considerable opposition to the Towner bill, it should have an expression from the Council or Executive Board before attempting to commit the Association to unqualified approval of the bill or even to those parts of it of library interest. Ac-

cordingly, at the request of the Committee, the Executive Board took the following action at its Mid-winter Meeting in Chicago, December 29, 1920:

**Voted:** That it is the sense of the Board that the Association intended to endorse the idea of a Department of Education, and that the Executive Board is quite willing to leave to the Committee its decision as to what action it shall take in regard to the specific features of the bill which is now before Congress.

As there seemed little chance for passage of the bill, in the last session of the 66th Congress, the N. E. A. officials with whom your committee worked deemed it best to reserve A. L. A. effort until the present session.

In its latest form (H. R. 7) the bill contains the following provision of interest to libraries. In section 9, among the purposes for which is to be spent the sum of \$50,000,000 "to encourage the states to equalize educational opportunities" is the following: "for the extension and adaptation of public libraries for educational purposes." This is the only mention of libraries in the bill.

In section 5 there are enumerated six subjects in the field of education for study and investigation by the Department of Education and report thereon. Your committee has requested Judge Towner to add to this section as "(g)" public libraries, and Judge Towner has written that this amendment will be made.

There are some who think that the bill should provide for a separate library division or bureau in the proposed Department of Education. This seems in every way desirable and your committee recommends that the A. L. A. go on record at its approaching annual meeting as favoring or urging (in the event of the passage of the bill) the establishment of such a library division which could assume all library functions devolving upon the Department.

Section 17 provides for a National Council on Education of about fifty members representing the different educational in-

terests. These interests are not enumerated. While library interests might be so recognized by the secretary of education who makes the Council appointments, it would be well for the A. L. A. to take definite action looking toward library representation on this National Council. Judge Towner is to be at the meeting and it should be easy to discuss, and perhaps to reach an understanding on, this point.

The members of the committee have requested numerous letters from influential librarians in the various parts of the country. No effort has been made to secure a general support from all libraries, but rather to get letters from a few who may be thought to count strongly.

**Bureau of Education statistical report on libraries.** Using as a basis the revised form for library statistics recently prepared by the Committee on Library Administration, your Committee is in correspondence with the U. S. Bureau of Education relating to a much needed new edition of the statistical report on American libraries which for some time has been issued at intervals of from five to eight years. Dr. Claxton, then Commissioner of Education, recently reported his purpose to issue a new edition in 1922, revised to include figures for 1921. Your committee has suggested changes in grouping, in the size of libraries included, and in the captions for which statistical information is to be given.

"The director of library extension of the Bureau of Education agrees to the advisability of including full data for libraries of three thousand volumes or over (present minimum limit five thousand volumes). He also agrees that libraries of all types should be listed in one series.

"It is not anticipated that Dr. Claxton's recent retirement will cause any material change or delay in the plan to issue a new library statistics bulletin."

**Federal salary classifications.** There are three or four bills on this subject now before Congress. The Library Advisory Wage Committee of the District of Columbia is unable to decide between the Sterl-

ing and Smoot bill, either of which would appear to be reasonably satisfactory to library interests. Your committee is in close touch with Dr. Bowerman, who is in charge of the matter in the District of Columbia, and its members hold themselves in readiness to support these measures by personal appearance, by letter or by formal statement for the Association whenever such action shall seem most effective.

**Congressional Record.** It appears from information reaching your committee that in order to receive the Congressional Record currently in unbound form, it is necessary to renew library requests to congressmen at the beginning of each session. The members of your committee have asked libraries in their state or regions to address their congressmen suggesting joint action providing for the distribution of the daily unbound edition of the Congressional Record to depository libraries without specific request renewed each year or session.

There are probably many non-depository libraries that want to have the Record from day to day during the sessions. A request to include them in this distribution might be successful. The objection has been urged against it, however, that it would be creating a depository list without legal warrant. And yet if many libraries should advise your committee of their interest in the current Congressional Record it might be possible now, or at the passage of some other bill governing the printing laws, to get such a provision inserted.

**Post Office Department price ruling.** Under ruling interpreting the postal act of October 3, 1917, the Post Office Department has for some years forbidden the mention of the price of a book in any booklist, bulletin or review printed and circulated as secondclass matter. This has been strongly objected to by publishers and booksellers interested in the matter commercially. It has also affected libraries, particularly those state libraries and library commissions which print lists of

books recommended for purchase. It has proved impossible under the Burleson administration to secure any modification of this ruling or even to get a satisfactory hearing on the subject. Your committee has taken up promptly with the new postal administration such modification of this ruling as will permit prices in library publications. It has not seemed wise to attempt to speak for publishers, whose interests are commercial and in this respect differ from the library interests.

"On May 25 the following order No. 5857 was received from the Postmaster General. While it is designed particularly for publishers, it yet seems to make perfectly clear the fact that printed library lists are hereafter exempt from the annoying ruling to which objection has been made."

**What Is and What Is Not Advertising in Publications Entered as Second-Class Matter Whose Advertising Portion Is Subject to Zone Rates.**

OFFICE OF THE POSTMASTER GENERAL,  
Washington, May 23, 1921.

ORDER No. 5857.

Hereafter, with respect to publications entered as second-class matter, the question as to whether, under the law of October 3, 1917, requiring a higher rate of postage on the portion devoted to advertisements than on the portion devoted to matter other than advertisements, editorial and other reading matter is advertising will be decided by whether or not the publisher has been, or is to be, directly or indirectly compensated, either by money or other valuable consideration, for its insertion. In all cases where the publisher has not been, and is not to be, compensated such matter will take the rate of postage for other than advertising. In all cases where the publisher has been or is to be compensated in any form whatever the advertising rate of postage will be charged. Articles, items and notices in the form of reading matter inserted in accordance with a custom or understanding, explicit or tacit, that a "reader" is to be given the advertiser or his products in the publication in which the display advertisement appears are advertising within the meaning of the law.

Display advertising is obvious in its character and must pay the advertising mailing rate.

Attention is specifically called to the law of 1912, which requires that editorial or other reading matter for which the publisher is compensated, directly or indirectly, must be plainly marked with the word "Advertisement."

The Postmaster General desires it to be thoroughly understood by all publishers that this law of 1912 is most earnestly called to their attention and will be most vigorously enforced by his department.

This ruling puts it up squarely to each publisher to label all matter, other than display advertisements, for the publication of which money or other valuable consideration is paid, accepted, or promised, with the word "Advertisement" printed in full.

Finally, in this connection attention is called to the fact that when a newspaper or periodical advertises its own services or issues, or any other business of the publisher, in the form of either display advertisements, or editorial or reading matter, this is advertising within the meaning of the law and the publisher must expect to pay the advertising mailing rate therefor.

WILL H. HAYS,  
Postmaster General.

26741 (Ed. 2,000)

The Weekly Review for May 14 has the following editorial on this head:

We venture to hope that Postmaster General Hays will give his attention to another feature of the postal regulations which is not only silly but inflicts a serious injury on the reading public. The excellent custom of mentioning the prices of books in connection with reviews of them has been penalized by classifying any such review as an advertisement. The consequence is that thousands of readers who would be inclined to order a book in which they had become interested through reading an account of it are debarred from doing so by ignorance of its price. This obstruction to the diffusion of knowledge and the enjoyment of literature is so stupid, and so utterly useless from any possible point of view, that it ought to reluire but a moment's independent thought to decide that it shall be brought to an end. (The Weekly Review, vol. 4, p. 450, May 14, 1921)

*State legislation.* There have been brought to the notice of your committee two or three items of state legislation. This has usually been done by individuals. The committee has uniformly replied that while it is always ready to advance desirable state legislation or to oppose suggested laws which seem to be adverse to library interests, it will not act in matters of state legislation except upon the initiative of those having charge of state libraries or state library commissions. Exceptions to this policy will naturally be those states which are without any or active library commissions and where those in charge of the state library show no interest in library extension and development.

*An enlarged program for the committee.* Secretary Milam has made the following suggestions.

"I should like to see the Committee accept as its field the whole province of government service to Libraries. (I refer to the Federal government.) I should like to see it work up a plan of government aid to the library movement which could be submitted to the Association for its approval; then made the basis for our action in that field for a long time to come.

A great many librarians have said that many features of the Enlarged Program should be carried on, not by the American Library Association, but by the government. Perhaps the Committee could begin with the items in the Enlarged Program and could make recommendations as to which of these features should logically be carried on by the government, and how the Association can convince the government that it should do the work."

There are significant and hopeful possibilities in such a conception of the function of this committee. It has not seemed practicable this year to develop or prosecute such an ambitious plan. The time has been too short and, a more potent reason still, the Executive Board and other committees have been, and still are, actively at work arranging for government continuation of several forms of the Association's war work. Your committee has been kept fully informed as to their action and when, or if, arrangements are completed

for the government to take over the hospital work and the merchant marine service, in addition to library work with the Army and Navy which it is now carrying, the Committee on Federal and State Relations may perhaps be the best agency through which the Association may keep a close watch on legislation, conference, interview, action and suggestions looking toward the fullest success of library work in government hands.

The committee has done its bit of this work during the past six months by urging with proper congressional committees the importance of and appropriations for the Army and Navy library work and by supporting A. L. A. proposals and plans for transfer of the hospital work to federal authorities.

Besides the particular matters treated above, attention has been given to a large correspondence and to other matters looking toward present or prospective federal action or legislation in behalf of libraries, such as, for example, a cheaper library book post, and a bill now before Congress, S. 61, "To provide for a library information service in the Bureau of Education."

All of which is respectfully submitted.

J. I. WYER, Chairman.

ELIZABETH H. WEST.

EDITH GUERRIER.

CLARIBEL R. BARNETT.

M. S. DUDGEON.

JOHNSON BRIGGAM.

H. H. B. MEYER.

MARTHA WILSON.

C. S. THOMPSON.

#### FINANCE COMMITTEE

See page 106 for report of this committee.

#### FOREIGN PUBLICATIONS

This Committee was appointed informally at the Round Table of University libraries held in Chicago on December 31, 1919, and was formally appointed by the Executive Board on December 28, 1920. It now presents its first formal report of activities.

Much to its regret, it is unable to present an easy and satisfactory solution of the problems of broken files of German periodicals during the war period. This lack of tangible result should, to a certain extent, be charged to circumstances over which the Committee had no control, rather than to lack of interest or activity of the Committee. This statement is submitted in explanation, and not as an excuse.

We found our first difficulty in the lack of information as to what was going on in Germany and the indefiniteness of the answers to our questions as to when the visible sources of supply of periodicals during the war period would be exhausted. Both of the importing houses in New York, which fill the greater part of the subscriptions for periodicals, assured us they were doing everything in their power to get full and satisfactory replies from their agents in Germany. These assurances, we believe, were given in good faith. Independent investigation convince us that on the part of German publishers there was, to put it mildly, a lack of interest in seeing that the files of American subscribers were completed. Except in a few cases, we found no evidence of positive opposition, though we did find evidence of decided indifference.

We secured from the firms of G. E. Stechert & Company and Lemcke & Buechner two lists showing the German titles for which they had given up hopes of completing the gaps on May 1, 1921. These titles are submitted as an appendix to this report.

The firm of G. E. Stechert & Company stated, in submitting the list, that it had begun to reprint certain titles in Germany and that certain publishers in Germany had refused their consent to have reprints made. At the date of this report we have not succeeded in learning which titles are being reprinted, nor can we learn how many publishers have refused consent, nor have we evidence that a systematic or comprehensive attempt has been made to secure consent or refusal

from all publishers of periodicals with broken files. The same indefiniteness of information that has dogged our steps from the beginning, still clings close to the trail. If we have fuller information at the time of the meeting, it will give us pleasure to present it.

As we understand the situation, the Stechert house has promised to secure by purchase in the open market, or by facsimile reprinting, all missing numbers for the war period. It is probable that this is a legal and valid obligation on the agent if he has been paid the subscription price for these periodicals. It is likewise probable that if this obligation should be insisted upon the agent would be forced into bankruptcy.

In a printed circular letter, dated July 11, 1919, G. E. Stechert & Company made the following statement:

"It seems to me that the libraries should not act individually to secure the lost periodicals. Many of the periodicals will have to be reprinted and the cost of reprinting them will have to be borne by the subscribers; the more subscribers the cheaper will be the cost of the reprint for each. It would seem poor business for a few libraries to pay an increased price for duplicates of lost periodicals if a reprint has to be made anyhow.

"I now wish to propose and do make the following proposition to my customers: I desire to refund the loss, for which I do not consider myself legally liable, under the circumstances, and I propose to do so as follows:

"To all Libraries who may subscribe through me, as I hope my old customers all will, I will allow a deduction of 20 per cent of the loss from the next bill for German periodicals which the Libraries may order for 1919, or beginning with the next volume or number as far as periodicals are concerned that are issued irregularly and not by the year.

"The remaining 80 per cent to be refunded within the following five years by deduction from subscription bills for German periodicals. The loss would have to be figured only for the number actually not delivered at a pro rata rate.

"After delivery of the periodicals just received from Rotterdam and after further delivery, perhaps within two or three months, of the numbers which have been saved from the fire in Leipzig, the libra-

rians should send me a list of the periodicals, figuring the loss of the numbers at the proper rate according to the bills for subscriptions 1916 and 1917."

So far as we can learn, no libraries have availed themselves of this offer. It is a question proper for discussion at the conference—whether subscribing libraries had better insist upon this arrangement or suggest another.

The Committee has not been content with dealing through the recognized agents, but has in addition sought other possible sources of assistance. Several conferences have been held with Prof. Franz Boas of Columbia University, who spoke on behalf of the Notgemeinschaft de deutsche Wissenschaft. This emergency organization of German University libraries, learned societies, etc., seeks primarily to secure foreign publications for the use of the co-operating institutions. The suggestion was made that if American libraries would care to exchange their duplicates of American scientific periodicals and learned society publications, for duplicates of similar publications in the German language in possession of the members of this Notgemeinschaft, material progress would be made in completing the files in both countries. To be sure, we do not know how much help the Notgemeinschaft can give, but we can, at least, undertake to exchange with them on a piece for piece, or on a priced exchange basis, the former if we have a satisfactory supply of American periodicals to offer them, the latter if we have no such supply.

The American libraries are now holding a certain number of duplicate German periodicals for the war period. We do not know the number so held, nor do we know how far they will go towards filling gaps, but if lists of these periodicals can be assembled, we shall be able to reduce somewhat the list we shall later send to the Notgemeinschaft.

In this connection Dr. Stephen P. Duggan, of the Institute of International Education, offered to supply the clerical help necessary to make a joint list of Ger-

man periodicals for the war period needed to complete the files in American libraries and to compile a list of the duplicates held here. If this offer should be accepted, it will be necessary for the individual libraries to deliver to the Institute of International Education, 419 West 117th Street, New York City, their lists of wants arranged in uniform shape. It will be necessary for the co-operating libraries to furnish in addition the editorial supervision necessary to combine these lists. The clerical expense of transcribing and combining these notes will, as stated above, be borne by the Institute if this offer is accepted.

The Committee learns, after various conferences with men acquainted with the German book trade, that in the opinion of these men reprinting will not be necessary except in rare instances and that in some respects the best and surest method of filling these gaps will be to turn the commission over to some dealer in Germany, like Paul Gottschalk, of Berlin, or Otto Harrassowitz, of Leipzig. Dealers such as these have a decided advantage compared with an agent for a New York house. In the first place they are German firms and are not the representative of a foreign house; in the second place they have a more constant and more comprehensive acquaintance with the sources of supply for second-hand periodicals than has the agent for a subscription house. If American libraries decide to take advantage of some such concern as Gottschalk or Harrassowitz, they must recognize that the cost of replacement cannot be borne out of their payments already made to Stechert or Lemcke and Buechner. These new agents will, of course, have to be paid for their services and an equitable arrangement for sharing the cost would have to be worked out by the co-operating American libraries.

The Committee feels emphatically that whatever action is taken should be in the form of union and co-operation. If all college and reference libraries get together, the certainty of completing the files is increased. If we act individually, the in-

evitable result will be that by bidding against one another, we raise the cost for all, and reduce for some, the possibility of completion of files.

As a basis for discussion at the Conference we recommend:

1. That we take advantage of the opportunity for exchange offered through the Notgemeinschaft and the Institute of International Education.

2. That we urge all libraries wishing to enter into this arrangement, to send to the Institute, not later than July 15th,

(a) A list (in duplicate), of their desiderata of German periodicals for the war period.

(b) A list (in duplicate), of their duplicates of such periodicals for this period as they may have available for exchange with American libraries.

These lists should be typewritten on sheets of uniform size, (8½ inches wide by 11 inches long); under the titles of the periodicals the desiderata or duplicates should be listed with a new line for each volume or year; the name of the library and "lacks" or "has in duplicate" should be written in connection with each title. A suggested form of entry is given below.

Akademie für graphische Künste and Buchgewerbe.

Mitteilungen. Leipzig.

N. Y. P. L. lacks:

1915: no. 5 and all later issues to date.

Electrotechnische Rundschau. Berlin.

N. Y. P. L. lacks:

1914: Jg. 31, nos. 27 to 42 inclusive, 44 to end of year.

1916: Jg. 33, nos. 1 to 4 inclusive.

1919: Jg. 36, no. 24 to end of year.

3. That if after a reasonable time it appears the limits of successful exchange have been reached, the remainder of the list of desiderata be placed in the hands of some reliable German agent and that he be instructed to secure the necessary numbers.

4. That libraries dealing with G. E. Stechert and Company accept the offer of

repayment for numbers not furnished, as set forth earlier in the report.

Respectfully submitted,

H. M. LYDENBERG, Chairman.

JAMES THAYER GEROULD,

WILLARD AUSTEN.

19th May, 1921.

#### INSTITUTIONAL LIBRARIES

The A. L. A. Committee on libraries in Hospitals and charitable and correctional institutions wish to state, in lieu of any report, that it has given all its attention this year to publications on and for institutional libraries. We have especially considered the preparation of a new edition of the pamphlet entitled "A thousand books for the hospital library" and have sent a recommendation to the A. L. A. Publishing Board asking them to consider the issuing of this new edition.

The committee have agreed to co-operate under the editor-ship of Edith Kathleen Jones, as formerly, and to make the list larger and better adapted to the needs of general hospitals. They suggest that the name be changed to "Two thousand books for a hospital library."

Respectfully submitted,

MIRIAM E. CAREY,  
Chairman.

#### INTERNATIONAL RELATIONS

Upon receiving the (customary) request of the Secretary for an early (advance) submission of "the annual report" of our Committee, I canvassed the members of the Committee for suggestions. Only one has responded with any.

This may seem strange in view of the numerous evidences of library activities abroad, the several projects there which have sought counsel or co-operation or even specific aid from the United States, and the one particular enterprise (the American Library in Paris) which is still an active concern and obligation of the Association itself.

The obvious inference is that in the opinion of all save one of the Committee

none of the above are exactly of the nature to require consideration by our Committee. The appeals from Europe—e.g., that of the University of Louvain for funds and books in replenishment of its library, that of the American Library in Rome, also for books, that of Czechoslovakia for expert counsel in the organization of popular lending libraries, that of a group in Belgium, for counsel and material for children's libraries, that of a group of British scholars for an organized provision of literature for the impoverished faculties of the Central Powers—these appeals are being dealt with specifically by agencies outside of the Association, by other Committees within the Association, by A. L. A. Headquarters (in Chicago or in Paris) in the course of ordinary administration, or by individual librarians or librarians. The American Library in Paris is under the direct responsibility of our Executive Board itself.

It is of course conceivable that our Committee should watch, take note of, and report to the Association each new activity or phase of development abroad which may have interest for us either as an Association or as individuals. This is, I think, the idea of our member who suggests reference to "the League resolution on the International Organization of intellectual work, the Paris work, the Louvain work, the libraries of the American schools at Rome and at Paris, the Library of the Labor Bureau at Geneva" and to the other evidences that the present is "an age of internationalism and of co-operation."

My impression of the functions of our Committee, however,—an impression evidently shared by its members in general—is that they are limited to the consideration of projects in which the Association as such can take part, or with which it should initiate an active relation. Unless, therefore, the resources of the Association assure a possibility of such a participation—or a relation be proposed for it involving it, or its policy, as an Association—the consideration of it by our Committee would be premature, recommendations futile, and

the mere presentation of facts or opportunities confusing.

The one outstanding enterprise which does concern us, through which our European relations of information and of service can most effectively be rendered, and upon which, therefore, all of our available resources should be concentrated, is the Library and Headquarters in Paris. But this, as remarked above, is now a care of the Executive Board itself, and has passed beyond the need of consideration by our Committee.

Very respectfully,

HERBERT PUTNAM, Chairman.

Washington, D. C., May 11th, 1921.

INVESTIGATION OF MANNER IN  
WHICH MUNICIPALITIES ARE  
MEETING OBLIGATIONS TO  
DONORS. JUNE, 1921

It seemed best to your committee to first find out what the former committees had done before any fresh investigation was made in order to take up the work where it had stopped, if this was possible, and so avoid needless duplication and the possible annoyance of a second questionnaire within a comparatively short time upon the same subject.

This preliminary investigation disclosed the fact that a committee had been appointed in 1917 and a second in 1918. The previous correspondence was made available to the present committee as there was no printed report by either. But a good deal of work had been accomplished. They had been in touch with the Carnegie Corporation of New York, and had the co-operation of Mr. Bertram who gave them the results of the questionnaires sent out by this Corporation reporting on the Carnegie libraries of the United States. This report showed that many towns having secured Carnegie Libraries were not fulfilling their pledges in supporting them. Six states having in all 55 Carnegie buildings (Ala.-2, Kan.-5, Ky.-4, Ill.-15, Ohio-17, and Texas-11) had been "suspended" in 1914, i.e., no new Carnegie buildings would be

given to those states until those towns had redeemed themselves.

And the following aggressive program was planned by the earlier committee:

1. To send letters to libraries having suspended applications.
2. To appeal through State Library Commission directly to delinquent libraries, (a) to library boards, (b) to Mayors.
3. To send letters to state authorities—as Commissions, Governors.
4. To send letters to State Library Associations in states where Library Commissions do not exist or are weak.
5. To send advance warning to states nearing the danger mark.
6. To reach delinquents:—(a) Directly, (b) Through Commission, (c) State Associations.

In carrying out this program letters were written to all the delinquents so reported by this Corporation, to see if these towns could not be persuaded to redeem themselves; also letters were written to places wanting buildings asking them to write to delinquents urging them to make good so other towns in that state would be in line to secure help from the Carnegie fund. But unfortunately, the further carrying out of this program had to be put aside for war work.

So your present committee, building on what has been done by their predecessors, planned to work on the following lines:

1. To secure a later report from the Carnegie Corporation to include—
  - (a) Delinquents in support of Carnegie buildings.
  - (b) Delinquents in reporting only.
  - (c) What the Carnegie Corporation had done to get delinquents to fulfill their obligations.

A later report based on the 1920 questionnaire was secured from the Carnegie Corporation, which showed much good had evidently been accomplished by the former agitation, for this report credits 16 states as having a perfect record Me., Vt., R.I., Conn., N. Y., Del., N. J., Md., W. Va., Miss., Iowa, S. Dak., Mont., Nev., Ariz., Cal.); 9 states

with from 1%-5% below (Mass., Ind., Ga., Mich., Wis., Minn., Kan., Ore., Wash.); 8 states with from 6%-10% below (Penn., Ala., Ill., Mo., Neb., Wyo., Col., Utah); 7 states with from 11%-15% below (N. Hamp., Ohio, Ky., Tenn., La., Okla., Idaho); 5 states with from 16%-25% below (Va., N. Car., S. Car., Fla., N. Dak.); and 3 states with 25% below (Ark., Texas, N. Mex.). Only one of the states which in 1914 had been "suspended" was in the "black list" of 1920, and one had so far redeemed itself as to be in the second group from the top. And much of the trouble seems to come from "boom towns" slipping back with too great a burden left on their hands, or other deterioration in population or property values; often an indifference to the real meaning of the questionnaire, or the fact that accounts were not kept in a form to make the answering of questionnaire an easy matter, was responsible.

The Carnegie Corporation stated that all it could logically do to change this sentiment was to send to the various state library departments or library associations, a tabulated list of the libraries showing the records each state has made, leaving it to these bodies to take the matter up with the delinquent libraries.

The shortness of time between the appointment of the committee and the date for making a report has made it impossible to carry out any further investigation beyond summarizing the figures received from the Carnegie Corporation. So that all your committee can do is to call your attention to the seriousness of the situation as reflecting the attitude of mind of some communities towards the library and its support; the result as affecting further gifts for library buildings from the Carnegie Corporation; and the disastrous results in communities which are doing without the library service they should have.

And your committee would like to urge the A. L. A. to have this matter further considered by a subsequent committee which should be appointed at an early date so that an investigation and a report may

be made to the A. L. A. and that this report take into account:

1. The results of the questionnaires as furnished by the Carnegie Corporation.
2. The legal status of local promise.
3. Statement as to what action each state library department or association has taken to remedy conditions and problems met.
4. That only somebody in closer relations with the various towns such as a state library department or state library association, is in a position to carry on such an investigation intelligently and can make a report which will be fairer to both sides than a questionnaire sent out by the A. L. A. committee can possibly be.

And suggests that the following action be taken:

1. That the Carnegie Corporation be requested to furnish the A. L. A. with a list of delinquents as often as an investigation is made.
2. That the A. L. A. state the seriousness of the situation to a state in having delinquent library support, unless there is some unusual reason for the same.
3. That the A. L. A. request each State Library Department, or where there are no such departments, the state library associations, or where there are no such associations, the Governor, local library boards, municipal officers, or other civic associations to make a thorough investigation of any town where Carnegie library buildings are reported by the Carnegie Corporation as not being supported as per contract, and render a report to the A. L. A.
4. That either the A. L. A. or the various state departments or organizations publish a list of the delinquents.
5. That libraries giving the required 10% of the Carnegie Corporation are not living up to the spirit of the contract even if they are living up to the letter of it; that a larger requirement

be set by the Carnegie Corporation of a per capita support of .50 and a population of 5,000, and that the contract contain a promise to answer the questionnaires sent out by the Corporation.

6. That in the future an effort be made to create the right spirit towards a library and its upkeep when the question of securing a building is considered and at the same time suggest to the Carnegie Corporation that they get in touch with the various State Library Commissions before they make such grants.
7. That in recognition and appreciation of the interest Mr. Carnegie always took in establishing libraries and the manner in which the Carnegie Corporation has endeavored to continue to express this wish, that a copy of this report be sent to the Carnegie Corporation with a statement of what the A. L. A. plans to do to endeavor to remedy the trouble. And also call attention to the many places which have been giving a continual advance over the guaranteed amount to meet the growing needs of the library.

Respectfully submitted,

ANNA A. MACDONALD, Chairman.

WM. J. HAMILTON,

JOSEPH L. WHEELER.

#### JOINT COMMITTEE OF SEVEN

The Joint Committee of Seven of the A. L. A. and the Special Libraries Association, held an informal meeting at Colorado Springs in connection with the A. L. A. annual meeting there, and another meeting in Detroit on September 25. A full report of the Detroit meeting was submitted to the Executive Board at the time and action taken thereon. This led to a reorganization of the committee. Since then there has been considerable correspondence, but no definite action has been taken by the Committee as a whole. It is expected to hold one or more meetings of this committee at Swampcott.

SAMUEL H. RANCK, Chairman.

Grand Rapids, May 19, 1921.

### LEGISLATION

A number of bills have just arrived from Wisconsin. No report has been received from Illinois where important bills were pending. The California legislature is still in session. I am still waiting for information from several other states.

Our report will be not merely a summary by states but a review of legislation by subject. For this reason it would not be feasible to print a partial report. There will probably be some details still lacking at the time of the A. L. A. Conference, but I intend to have a report ready at that time.

W.M. F. YUST, Chairman.

### LIBRARY ADMINISTRATION

A uniform form for library statistics was adopted by the Association in 1914. This form was distributed to some six or seven hundred libraries by the Secretary of the American Library Association and was used for reporting the work of those libraries to headquarters. The Association urged that all libraries use that form in preparing their own annual reports for publication as well as for submitting data annually to the headquarters of the American Library Association.

During the war the form went out of print and the reports from the libraries to headquarters were discontinued.

The President of the Association felt in the fall of 1920 that the old form should be reprinted, or revised and printed, in order that the Secretary's office might have on file as much data as possible on the public libraries of the country submitted in a form that was easily comparable. She, therefore, asked the Committee on Library Administration to consider a revision of the old form. There was insufficient time to work it over as carefully as was desirable, but a tentative revision was devised by the Committee and was distributed by the Secretary to the libraries of the country in March. A considerable number of items were added to the old form and a few eliminations made. It seemed desirable that the reports without being too long

be as complete as possible, partly in order to reduce to a minimum the necessity of questionnaires. A brief outline of salary schedules and a number of additional items under the heading "Finance" were included. The form as revised is merely tentative and it is expected that the criticisms and suggestions which may be brought forth by its use will make it possible to improve the form for a larger printing during the coming year.

It was not possible in the short time available to make a careful investigation as to the applicability of the form to college and reference libraries. It is hoped that data may be obtained by this Committee at the meeting of College and Reference Section at Swamprscott.

In January the Director of Library Extension of the Bureau of Education took up with the Secretary of the Association the question of the Bureau of Education and the Association co-operating in the plans for a new edition of "Public, Society, and School Libraries." The Secretary referred the matter to the Committee on Library Administration and the Chairman began a correspondence with the Bureau of Education in regard to the matter. However, after consultation with the Committee on Federal and State Relations it seemed best to have that committee take over the negotiations with the Bureau of Education, and that course was adopted.

FRANKLIN F. HOPPER, Chairman.

### LIBRARY CO-OPERATION WITH OTHER COUNTRIES

The object of this committee is not new in library endeavor but it is the first effort of the national body to organize a definite scheme of co-operation, general enough in its plan to be useful to any library or group of libraries that might wish to enter into relations for mutual benefit.

There have been several objects kept in view in the minds of the committee which it would like to present to the members of the association, asking them to give similar heed in the matter.

The Smithsonian Institute for 40 years has been a medium of exchange and an agent for forwarding publications from the United States to foreign institutions and receiving for the United States libraries in return, publications from foreign collections so that in a way, there is nothing new in the relations which the committee hopes will grow from this small beginning of the new endeavor.

But the relations heretofore have been personal, since the University of Berlin, the University of Oxford and the University of Bombay have been able to send to Princeton, Harvard, Stanford and Chicago through the kind offices of the Smithsonian Institute any printed material which they wish to reach these institutions. These latter in return have sent to their correspondents through the kind offices of the Smithsonian Institute such of their material as it has been their pleasure to present to these foreign universities.

A general examination of the subject has revealed the fact that there is a lamentable lack of collections of modern books from foreign countries even in the collections in our best universities. It is hoped that one of the results of the activities of the committee of this year will be to draw out notices of collections that may be in the country which may have escaped attention in the survey which has been made by the sub-committees on the subject and this is particularly true as it relates to material from the Far East.

As the chairman of the sub-committee on that division points out, it is imperative that the university libraries, the reference libraries and the great scholarly collections of this country do much more than they have done to add books from China, Japan, India and material from countries that have lately changed their form and extent of government but which are old in civilization and in literature, some of which forms the basis of other writings and are necessarily included in any collection that attempts to deserve the name scholarly.

If these collections of books in America are to furnish knowledge, understanding and information, not only of conditions and people, their customs and governmental and social relations, but also if they are to understand as they should the points of view, the mental attitude and the intellectual contributions which emigrants from those countries are bringing with them as contributions to the development of our American life, it is the opinion of the committee that it is impossible to build up collections that will really be of value and service by going into the markets in those countries and buying whatever these markets may have to offer but that the collection should be made in co-operation with the understanding and appreciation of the book people of the two countries and that this can be brought about through the good offices and by the sincere effort of the American Library Association and by no other means.

It has been estimated that there are in the neighborhood of 3,000 foreign students in the universities of the United States today who have come to study and to learn of American standards and ideas on every subject in the curricula, but especially in the social, economic and political sciences.

One need not enter into a discussion of the value of having in our American libraries printed material obtained from the native countries of these students for use in comparison and judgments if the students are to obtain that for which they have come.

It seemed to the members of the committee that a survey of the field that might be interested, in view of the factors in the matter, was of prime importance before any organized work could be economically started and that has been the chief aim in all that the committee so far has done.

There were by-products of the activity in this direction, such as requests for information relating to material, as to where and how it could be obtained, offers of exchange both of material and service and

always an interest in and desire for the proposed co-operation which, in view of the tentative ideas in relation to the scope and extent of the committee's activities, were sometimes embarrassing.

Your Handbook has given you the division of the labors assumed by the committee and the chairman must say in reporting for the sub-committees that her part has only been to hold the basket while very conscientious groups of sub-committees have poured in their finds in the territories assigned to them.

Reports from the Far East are given herewith as a result of commendable work on the part of Miss Marvin and Mr. Bishop. Miss Moore and Miss Carson report on France and Belgium. Mr. Hicks and Dr. Goldsmith present their report on the Latin-American countries. The chairman has made connection with a number of other countries reports on which will appear in full in the proceedings.

The Library for American Studies in Italy which was organized in Rome in 1920 under the patronage of Ambrose Johnson and other Americans, is intended to supply the great lack of authentic, informative literature on American subjects in Italian libraries and to supply data on Italy to American libraries. The purpose of the institution is to enlighten each of the two nations upon the true character and supreme purpose of the other.

The collection of material for this library was begun in 1918 and at present consists of 6,000 carefully selected volumes and pamphlets covering every phase of American activity. These have been classified and cataloged and are freely available for use. A handsome reading-room was fitted up in honor of William H. Cheney, the first American aviator to lose his life in Italy.

The library is open for reference to the public and books are loaned to university students, men in public life and journalists. There is the greatest enthusiasm over the library, both in the Italian circle which is interested and in the American colony.

While it has been only indirectly due to the influence of the A. L. A. and not at all to this committee, it may be mentioned here that for a number of years groups of Scandinavian college graduates interested in library service as a career have attended selected library schools in America and there has grown to be a company of not inconsiderable size and influence of such librarians, particularly in Norway and Denmark.

A very considerable portion of the Annual Report of the Director of the Division of Intercourse in Education, Carnegie Endowment for International Peace, March 16, 1921, is devoted to library matters. The belief is expressed in that report several times that a library is the most fitting expression of the hope which the Carnegie Endowment entertains of powerful bonds of friendships and understanding between the United States and other countries. Each gift is appropriately set out with expressions of good will as follows:

Two hundred thousand for erecting and equipping library building in the city of Rheims. (pp. 3-6.)

One hundred thousand for the building and equipping of an appropriate library for the University of Belgrade. (pp. 6-9.)

Collections of books consisting of about 2,000 volumes each on American history and institutions, were sent to libraries in London, Paris, Peking, Rome, Tokio, and Zurich. (pp. 15-19.)

Similar collections of books are being assembled for the University of Strassburg, France, and for the University of Belgrade, Servia. (p. 19.)

Subventions were made by the European Bureau to the Frederick Passy library, frs. 4,000 to the Bibliotheque Americaine de la Sorbonne, frs. 1,000.

The committee wishes to commend to librarians the example of the public library, Newark, N. J., in preparing, printing and distributing lists of books relating to the Far East. These were sent to importers and business concerns likely to be interested in New Jersey and also sent to

certain centers of influence in the countries abroad interested. Libraries can help in developing larger international friendliness which depends almost entirely on greater mutual understanding.

There have come to the committee several inquiries from European librarians with well-rounded academic education but without systematized library training as to the assistance that might be offered for them to come to America for the study of library service approved by the A. L. A. To obtain a fitting answer for these problems has given the committee considerable concern and it is with the deepest regret that we are not able to report at this time that any satisfactory arrangements have been made toward the accepting of such a worthy activity. It is able to report, however, that two of the standard library schools have offered free tuition to any librarian recommended by the committee for its services. The committee has not given up hope, however, that this enlarged program of usefulness for libraries may contribute to better understanding and consequent international friendliness.

An example has been set by the American Home Economics Association which has sent one of the expert members to organize and develop a department of Home Economics in the American College for Girls in Constantinople and for which the American Home Economics Association with only 1,300 members raised \$6,000 for the support of the department for three years.

The *raison d' etre* of this committee is the fact that there is a stream of correspondence relating to American library service flowing to and from the libraries in foreign countries, between individual libraries on both sides, between individuals interested in libraries and sometimes between official or semi-official representatives of foreign countries and private citizens personally but not professionally interested in collections of books and not acquainted with library service.

The committee has given its sincere at-

tention to the subject of relations with foreign libraries, believing fully in the power for good to all concerned by a strong, certain and sane international relation in library service.

MARY EILEEN AIERN,  
Chairman.

**Preliminary Report of Sub-Committee on  
Libraries in the Far East**

By Cornelius Marvin, State Librarian of Oregon, Chairman

The chairman asked Mr. William Warner Bishop to collect, for the committee, data on East Asiatic Collections in American Libraries, reserving for herself the interesting duty of collecting data on "Libraries of the Orient." Miss Wead was in process or removing from Washington to Nanking; so her services for this year were not available. Requests for statements were made of Mr. Tse Chien Tai, Librarian of Tsing Hua Collection in Peking, China; and of Miss Mary Polk, of the Bureau of Science in Manila, Phillipine Islands. Reports have been received from Mr. T. Sasaoka of Japan and Mr. Tai of China and are presented herewith.

There is much to be added to these reports, in order to inform American librarians in regard to library conditions and opportunities in the Orient, and, what is of more value, the opportunity and possibility of making for their own libraries, collections of material about the Orient and of books in the English language printed in the Orient. Collections of books written in the languages of Eastern Asia will be confined to the few great libraries, but all librarians will be interested in knowing about these collections, and more especially about the character of the literature in them; this latter subject to be covered by a later report.

The chairman of the sub-committee regrets that it is impossible to report fully at this time and suggests that a committee be continued for the purpose of collecting information and of making known to the public the library and research opportunities open to students and scholars on both

sides of the Pacific, and more especially to create a feeling of friendship and cordial relations between the librarians of the two countries.

#### East Asiatic Collections in American Libraries

Preliminary Report by William Warner Bishop, Librarian University of Michigan

1. *Definition:* This report has to do merely with collections of books written in the languages of Eastern Asia which are found in American libraries. It takes no account of books *about* either the countries, the life, or the literature of Eastern Asia, but confines itself entirely to books in Chinese, Manchu, Japanese, Korean, Tibetan, Siamese and other languages spoken in Eastern Asia.

2. *Scope:* The report in this preliminary stage lists merely the larger and well-known collections found in a few large libraries. No attempt is here made at more than a mere general statement about each collection, with occasional references to printed descriptions of the various collections. It is probable that there are a number, perhaps a large number of East Asiatic collections not known to the compiler or his colleagues on the Committee on Library Cooperation with Other Countries. If so, the report will serve a useful purpose in bringing the knowledge of such collections to a wider circle.

3. *Purpose:* The Committee feels that as a preliminary to any steps towards fuller co-operation between libraries of different countries, there is required a knowledge of the books produced in those countries which are available to scholars in libraries in our own country. Co-operation must be mutual to be effective. If libraries on both sides of the Pacific Ocean are to be mutually serviceable, it must be on the basis of a knowledge of their holdings in books printed in their several languages. It may well prove true that a list such as the modest one which follows will be of some service to Orientalists in America.

#### East Asiatic Collections

The University of California, Berkeley, California. 14,000 volumes (Annual Report of the Library, 1920).

Dr. Walter T. Swingle writes of this collection:

The University of California library is almost entirely the gift of Prof. S. C. Kiang Kang hu, and is his family library. It has been filed in accordance with the system worked out in the Library of Congress—as has been done also with the collection in Columbia University. Prof. Kiang, on his own time, himself catalogued the University of California collections, and I made a photostat copy of his cards.

"Dr. Berthold Laufer, chief of the anthropological department of the Field Museum of Natural History, Chicago, who is perhaps the best Chinese scholar in America, and who personally selected the books in China, says that the Chinese books included in the John Crerar Library and the Newberry Library, Chicago, stand at the head of such books in America. These two collections are unquestionably the best chosen collections in America and together rank second to the Library of Congress in size."

Dr. Walter T. Swingle, physiologist in charge of the United States Bureau of Plant Industry, Washington, D. C., sends the following notes on "Far Eastern collections in American libraries":

In the Library of Congress there is a very good collection of Manchu books and a further collection of Mongolian and Tibetan books. There is also a small but valuable collection of Korean books and a few books published in the Chinese language in Annam.

In addition to the collections already named, I would refer to the excellent collection in the American Museum of Natural History, recently catalogued in the Library of Congress system by Mr. K. P. Wang. I have a photographic copy of the Chinese titles, prepared for use in the Library of Congress.

There is also a small and interesting collection of Chinese books in the University of Pennsylvania, mostly the gift of Dr. McCarter. You could probably get information about this by writing to the University.

An excellent collection of about a thou-

sand volumes of the best Korean literature, carefully indexed, was prepared by Prof. James S. Gale of Seoul for Mr. Frederick McCormack, now living in Santa Monica, California. This is the best collection of Korean books in the United States and is the only large collection that has been carefully indexed to be found in any Western country, so far as I know.

There is a good collection of Japanese Agricultural, botanical and general scientific works in the Library of the Department of Agriculture here. It contains undoubtedly the best collection of the official reports of agricultural experiment stations to be found outside of Japan. I have not made an inventory but I would guess that this collection comprises between twelve and fifteen hundred items, many, however, small pamphlets published by agricultural experiment stations.

I have been considering the desirability of making up a small exhibit of Chinese books which could be loaned to any library willing to pay the express charges on the shipment. My idea was that in addition to making such a loan for a month or six weeks, the library sending for the same should also undertake to buy a half a dozen standard works on Chinese bibliography and biography, and a couple of good Chinese dictionaries, and at least two or three standard Chinese works, one of them to be the cheaper reprint of the Imperial Catalogue, giving critical abstracts of over ten thousand of the principal Chinese works; the other, probably, some biographical or other scientific manual in the old style Chinese binding. At least one modern Chinese work would also be purchased—something of the kind published by the Commercial Press.

I feel that the expenditure of \$50.00 would give any library a working nucleus so that by calling in a Chinese student it would be possible to do something with Chinese literature.

My feeling is that the geographical position of America, next door to China and Japan, does not permit us to indulge in the European luxury of comparatively complete ignorance of Oriental literature. I believe it to be the duty of all universities and all libraries to have at least a skeleton library in Chinese. The large number of Chinese students in this country and the tremendous growth of scientific publications in Chinese will in ten years make it necessary for all technical and scientific workers to be in touch with Chinese publications. We should, I think, begin in time to inaugurate such work in the simplest and easiest way.

As an example of the demand in China for well printed books, I may cite the case of the *Szu pu tsung k'an*. This splendid work, mentioned in the report of the Librarian of Columbia University, is a reprint of more than 200 standard Chinese works in about 2,800 volumes. Most of these are reproduced from ancient editions in large type by photographic processes. This set was offered for sale in November by the Commercial Press of Shanghai, to be published in six installments and completed by 1922. The white paper edition costs \$500.00; that on yellow paper, \$450.00, payable in advance. The entire edition of a thousand was sold promptly in China and the English circulars describing this work that had been printed were not distributed, as it was impossible to meet the foreign demand! This means, of course, that the Chinese customers advanced to the Commercial Press between \$450,000.00 and \$500,000.00 for this subscription work.

It has been decided recently to increase the edition to 1,400, so that it is probable that a few copies can be sold in foreign countries. The interesting thing is that there should be so active a demand in China for these old books.

Very sincerely yours,  
(Signed) WALTER SWINGLE,  
Physiologist in Charge.

**Columbia University, New York City.**  
(Extract from a letter of Mr. Roger Howson, assistant librarian). "I am afraid there is no way to give you any kind of a comprehensive statement about the collection of books in Chinese in this library. We have devoted a considerable amount of money to building up a collection and it is still in process of formation . . . From the nature of things the building up of a collection in such a language as Chinese has to be done and judged by specialists. . . . We are aiming at a collection of Chinese books in the historical and economic field more especially. We have a large-sized reprint of the Imperial Encyclopedia, *T'n shu chi ch'eng*, and a number of rare Manchu and Chinese dictionaries not known in any other library in Western countries, and have recently arranged to buy a copy of the *Ssu pu ts'ung K'an*. . . . Professor David Eugene Smith of Teachers College has the best collections of books on mathematics in Chinese, probably, outside of China.

"We have no extensive collection in the other Asiatic languages."

**Harvard University, Cambridge, Massachusetts.** (Memorandum furnished by T. F. Currier.) "The Harvard Library has 4,250 volumes in the Chinese language and 1,500 in Japanese. The unit of count is the thin volume rather than the bundle or volume of thin sections; this follows, I believe, the custom of the Library of Congress and John Crerar Library.

"The Collection includes the Chinese imperial encyclopedia and a set of the *Dai-Zōkyō* and *Zoku-Zōkyō* or Chinese and Japanese Buddhist Tripitaka in 420 volumes for which an elaborate manuscript index or concordance has been prepared."

**The John Crerar Library, Chicago, Illinois.** (Letter from the Librarian, Dr. C. W. Andrews). "I have your letter in regard to our collection of Orientalia. Brief statements appear in our annual reports in regard to it, and I will try to consolidate these into one as follows:

"It was purchased in 1909 by Dr. B. Laufer, in China and Japan. There are some 14,000 volumes, including many manuscripts and rare works. The subjects are within the scope of the Library, although, naturally, they are of more interest to the student of the history of the sciences and useful arts than to actual workers in these fields. The languages which are represented are Chinese, Japanese, Tibetan, Mongolian, and Manchurian, somewhat in this order, but I cannot give exact figures. I thought I might give you a statement of the proportionate number in the various classes of literature, but I find that I cannot do this. The preparation of the catalogue, which is to give full bibliographical details for all items not in the great Oriental catalogues of Europe, and to refer to these for those which are in these catalogues, has been held in abeyance by Dr. Laufer's preoccupation in the work of moving the Field Museum."

**Library of Congress, Washington, D. C.** (Compiled from the Annual Reports of the Librarian, Dr. Herbert Putnam).

In the Report for 1915 (p. 41-42) is a statement of the contents of the collection in that year. They then numbered "in excess of 45,000 volumes. Its principal constituent groups are these:

(a) The beginning of the collection is due to the interest of Hon. Caleb Cushing, our first minister to China . . . on his return he brought with him . . . 2,547 volumes.

(b) The present eminence of the collection is due to the late William Woodville Rockhill, who, by large gifts, by lasting interest, and by the unselfish labor of years applied with special knowledge of the languages and literature, not only raised our resources to distinction but supplied the impetus which has since brought them to commanding rank among Western collections. . . . His benefactions . . . in the course of years exceeded 6,000 volumes.

(c) At the close of the Louisiana Purchase Exposition the Chinese government . . . presented the books which formed part of the Chinese exhibit, 1,965 volumes.

(d) In 1907 Dr. Kan Ichi Asakawa, of the faculty of Yale University . . . carefully selected a good working collection for the students of Japanese literature, history, and institutions, probably not equalled outside of Japan, 9,072 works.

(e) The Chinese government in 1908 sent by the special ambassador . . . a complete set of the *Tu shu tsi cheng* or Chinese encyclopedia, in 5,041 volumes.

(f) . . . Dr. Hing Kwai Fung . . . selected the large groups described in the Report for 1915 and in last year's report, his selections numbering 17,208 volumes.

(g) Dr. Walter T. Swingle of the U. S. Bureau of Plant Industry, Department of Agriculture . . . is making important additions to it, the first of which . . . numbers 1,409 volumes."

Dr. Swingle's connection with the collections, thus happily begun, has continued, and the subsequent reports show additions made under his guidance. These numbered, in 1916 (Report p. 23-35), 4,481 volumes,

chiefly in Chinese; in 1917 (Report, p. 83-92, and 103-105), 6,600 (chiefly Chinese, but including Japanese, Korean, Manchu, Mongol, and Tibetan); in 1918 (Report, p. 29-32) total acquired not given, though many interesting terms are described; in 1919 (Report, p. 23-31) 16,200 volumes (13,259 volumes of Chinese books) 2,628 Japanese, 268 Korean, 45 Annamite); and in 1920 (Report, p. 187-192) 4,407 volumes (Chinese 4,165). This makes a total of over 76,600 volumes, of which by far the greater part are in the Chinese language.

Dr. Putnam reported in 1917 (Report, p. 85): "It may now safely be said that the Library of Congress Chinese collection is the largest, most readily accessible, best catalogued, and most used of any in America. In many lines it is already the equal, if not the superior of any in western countries." The additions made since that report add weight to this declaration. The brief descriptions of the more important items among the yearly accessions given in the Reports deserve careful study.

It is to be noted that the Library of Congress Collections of East Asiatic books are the fruits of long years of effort on the part of competent scholars working without thought of personal reward. They form a true labor of love, and of a love animated and infused by high intelligence. Numbers alone have been the last thing sought in selecting the collections. Rather the value and rarity of the books secured has been the criterion. Hence the collections are of a most unusual excellence and worth.

**The Newberry Library, Chicago, Illinois.** The collections of this Library are fully described (*not catalogued*) in *Publications of the Newberry Library*, No. 4, Descriptive account of the collection of Chinese, Tibetan, Mongol, and Japanese books in the Newberry Library. By Berthold Laufer, Chicago, May, 1913. The collection was "practically all" gathered by Dr. Laufer in 1907, and consists of 1, 2, 6 works in 21,403 volumes. The fields covered are religion, philosophy, history, belles-lettres, philology and art. "Japanese is represented by 143

works, Tibetan by 310, Mongol by 72, Manchu by 60; the rest are in Chinese." (p. 1.) "In Manchu literature, Chicago has one of the richest collections in existence" (p. 4). Dr. Laufer's "Descriptive Account" is beautifully printed and illustrated, and repays careful study.

**New York Public Library.** (Extract from a letter from H. M. Lydenberg, Reference Librarian, 7th April, 1921). "We have some 1,200 volumes in our Chinese collection. Mr. Eames tells me that it is unusually full for the classics and that Prof. Legge made the collection in China for use in his large edition of the Chinese Classics, and he evaluated each book in the Prolegomena to volume one."

**Yale University Library, New Haven, Conn.** (Memorandum by Professor Asakawa, Curator of Chinese and Japanese Books, April 4, 1921).

#### Japanese and Chinese Collections in the

##### Yale University Library

The collections include Chinese, Korean, and Japanese printed books, manuscripts, and illustrated material in various forms. They are distributed as follows:

Chinese . . . . .	2,413 works in 5,702 volumes
Korean . . . . .	56 works in 126 volumes
Japanese . . . . .	15,091 works in 8,708 volumes

Total . . . . . 17,560 works in 14,536 volumes

The Chinese and Korean collections cannot be said to have been made systematically, and leave much to be desired. The Chinese is fairly strong in history, classics, and law. It is hoped that this will be greatly augmented in the near future.

The Japanese collection, comprising as it does more than 15,000 works, is of unusual strength, especially in history, institutions, religion, and art. Many of the works are in manuscript some of these having been copied from rare or unique originals. Additions are being made continually, through purchases and gifts, so to cope with the editing and publishing work that is in progress in Japan, and to maintain the standard of usefulness of the collection.

The Japanese collection has been made chiefly with a view to creating at least one library of Japanese material in the United States that shall be adequate for a serious study of the history of Japanese civilization. Temptations to secure rarities or to expand unduly in the pictorial section have always been resisted, although the division of art in the collection is considerable. The entire collection is systematic and compact, and of great value to all special investigators.

The above represents a hasty survey of the chief Eastern Asiatic collections in the United States. It may not be amiss to point out the fact that they are due to the activities of a very small group of men, chiefly to Ambassador Rockhill, Prof. Asakawa, Dr. Laufer and Dr. Swingle, and perhaps also to Prof. Hirsh. Two or three Chinese scholars, Dr. Fung and Dr. Kiang in particular have been of great assistance. It is to the character and attainments of these men that we owe the excellence and the range of these collections.

It is also obvious that the collections require the services of competent Oriental scholars for their proper cataloging and administration. Year by year the number of people in America reading Chinese and Japanese increases. Here is a fertile field for practical co-operation in cataloging—rendered sterile chiefly by the unusual difficulties of the languages in which the books are printed.

Ann Arbor, April 28, 1921.

#### Libraries in Japan

Report by Mr. T. Sasooka

**The Kyoto Imperial University Library.** At the end of February, 1921, the Library contained 250,798 volumes in 70,779 Japanese and Chinese works, and 210,423 volumes in 133,463 European works, making the total of 461,221 volumes in 204,242 works, and the cost of these books was approximately Y1,500,000. During the last fiscal year the number of students and the persons who were entitled to use the Library was 10,556. The number of books

consulted was 33,506 volumes, of which 29,962 volumes were European books and 3,544 Japanese. During the same fiscal year 4,758 volumes were taken out of the library by 748 borrowers. The library is the proofsheets depository of the Library of Congress. The number of cards received up to the present time is about 1,000,000.

**Gifts to the Library.** The library of Prof. Karl Bücher, great authority on the science of economics and well-known as the author of "Die Entstehung der Volkswirtschaft" has been purchased by Baron Iwasaki, and presented, in the name of the President of the Mitsubishi Co., to the Library of the Department of Economics of the Kyoto Imperial University. So far it is known the library contains over 14,000 volumes, including nearly all the journals of economics which were published in Germany and Austria, and a number of important works and pamphlets on economics and related subjects. The library will be invaluable for those who make the research works on economics.

Another important gift was made by a single individual. A large number of bound newspapers, all published in Germany, Austria and Holland, has been purchased by Mr. R. Murayama, proprietor of the Tokyo and Osaka Asahi shimbun, and presented to the Library of the University. This is one of the most important gifts of foreign newspapers the Library has received, as they were all published during the time of the great world war.

**The Imperial Library, (Tokyo.)** At the end of March, 1918, the Library contained 474,213 volumes of Japanese and Chinese works, and 95,268 volumes of European works, the total being 569,475 volumes. Of these, 337,152 volumes (259,183 Japanese and Chinese works and 77,969 European) were classified and catalogued for the use of readers. During the statistical year of 1917-18 (April 1, 1917 to March 31, 1918), the total number of visitors to the Library was 239,930 (average for 332 days, 722.68). Of all the books read, those on language and literature were the greatest in number,

and those on religion and theology were the least.

**Public Libraries.** It is most gratifying to note that the usefulness of libraries is now so generally recognized by the public that it has called into existence many smaller libraries. The following statistics, taken from the 45th Report of the Minister of State for Education for 1917-18, show the number of libraries and books.

During the statistical year of 1917-18 (April 1, 1917 to March 31, 1918), the number of public libraries in Japan was 640 (Japanese and Chinese books, 1,926,774 volumes; European books, 69,808 volumes. Total number of volumes 1,996,582. Number of visitors during year, 5,633,353), and the number of private libraries was 596 (Japanese and Chinese books, 2,001,171 volumes; European books, 85,994 volumes. Total number of volumes, 2,087,115. Number of visitors during year, 2,597,568).

**Nippon Tosho Kyokai "The Japanese Library Association."** The Association was organized on March 1, 1892, and the first annual meeting was held in the Tokyo Library, now the Imperial Library, Ueno Park. The purport of the object of organization of the Association is nearly the same as that of the American Library Association. The Association held its 15th annual meeting in the Library of the South Manchuria Railway Co., from May 25 to June 5, 1920. There were more than 150 members present. They visited the libraries and places of historical interest in Corea also, and the meetings were quite enjoyable and in many ways unique. The Association will hold its 16th annual meeting, in April, this year, at the War Memorial Library, at Nara, the capital of Japan during seven reigns, extending from A. D. 709 to 784, and the birthplace of Japan's arts and industries. The present president is Marquis Tokugawa Yorimichi. The number of members is about 1,000 at present. *Toshokan Zasshi* (published quarterly) is the official organ of the Association. The Nos. 43 and 44 of the Journal which were recently published, contain some of the following

articles and foreign reports.

No. 43. (Published in October, 1920)—

Leading articles:

Collection of Books and Their Arrangement. By M. Wada, Librarian of the Imperial University of Tokyo.

Mission of Public Libraries and Its Fulfilment—Significance of Public Libraries in Human Life. By J. Imazawa, Librarian of the Tokyo City Library.

Franklin and Carlyle as the Founders of Libraries. By T. Watanabe.

Foreign Reports:

The Death of Mr. Sutton, Librarian of Manchester Library.

A Summer Course in Princeton University.

Library Course in California University.

Development of the American Library Journal.

No. 44. (Published in March, 1921)—

Leading articles:

Development of Library Schools in America. By M. Wada.

Library Work for Children. Tr. by S. Asada.

Foreign reports:

Gifts of Money Toward Libraries by the late Mr. Carnegie. Principal Libraries in France. Reported by T. Sasaoka.

Miss Denton, of the Doshisha Girls' School, is the special member of the Association. She is the first and only American member.

We hope that the Journal will be more international in the near future, as it has at present, no English column.

**Some Books on Libraries.**

Beikoku Toshokan Jijo "American Libraries," based on the reports of the late Mr. T. Sano, Librarian of the Yamaguchi Prefectural Library, who was sent to America by the Department of Education in 1915 to inspect American Libraries. Published by the Department of Education. Tokyo, 1920. 8°. ill. 283 p. Price, Y2,20.

Toshokan Kanri Ho "Management of Public Libraries." Compiled by the De-

partment of Education. Tokyo, 1912. 8°. 124-15 p. Price, Y 1,50.

Toshokan Shoshiki "Hints to Libraries." Compiled by the Japanese Library Association. Tokyo, 1915. 8°. 202 p. Price, Y1,50.

#### Establishment of the School of Training Librarians in Japan

Japan has to be congratulated on her having the first school of training librarians. The school has been established, and instruction shall begin on the 1st day of May, 1921. The applicants for admission must be graduates from middle schools. Fifty students will be collected this year. The length of the school course is one year. Special emphasis is laid on practice work which is to be carried out at the various sections of the Library of the Imperial University of Tokyo. Mr. M. Wada, Librarian of the University, and two others are instructors. With the growth and development of library works, it is hoped that the opportunity will soon come to have the library school on a more extensive scale.

#### Library Movement in China

By T. C. Tai, Librarian of Tsing Hua College

Since the Revolution of 1911, China has undergone a movement of change in politics as well as in intellectual problems. The people have not only tried hard to shake off the yoke of despotism, but also fully determined to free themselves from the oppression of intellectual bondage. Today on the bookstalls the translated works of Karl Marx, Kropotkin and Russell are demanded like hot-cakes while the critical essays on Chinese classics are even welcomed by the scholars of the old type. The intellectual class has seen the failures of numerous reforms and come to the conclusion that the Chinese process of thought should be revolutionized.

To introduce the use of a Chinese phonetic alphabet, and to publish books and periodicals in Peh Hwa or colloquial language are present day means of diffusing the new knowledge to the general masses.

In order to supply the new Chinese intellect with fresh vital energy, famous American and British philosophers like John Dewey and Bertrand Russell are now touring China giving lectures in most educational centers. And among institutions whose existence depends upon their ability to meet the public demand, the library is now face to face with rapidly changing conditions.

China even today is full of places for storing books. Although scholars continue to be interested in the editions of bygone dynasties, like the Sung, or Yuan or Ming, and librarians only know how to collect the valuable incunabula, yet the tendency is daily growing stronger in favor of converting the book-museum into a living library. And during the last two years especially the new library movement has taken great strides.

Roughly there are three kinds of libraries in China—namely, public libraries, society libraries and college libraries. The public library was started towards the end of the late Manchu dynasty. An imperial edict ordered the different provincial authorities to establish public libraries. That order however was not implicitly carried out, and only a few provinces obeyed it. It was not until 1914, the third year of the Republic, that the modern system of the public libraries was introduced. Owing to the lack of funds most of these libraries have been unable to do their best to help the people.

There are two kinds of such public libraries. The first is maintained by either the capital of a province or some principal cities. This generally requires a small sum for admission. It has no circulation and the number of daily patrons is very small. It has no books of recent publication and it is only a storehouse for the old Chinese books.

For instance, the Peking Public Library sells tickets to those who wish to go in to read. There are six kinds of such tickets—namely, (1) two-copper ticket for ordinary books, (2) one-copper ticket for periodicals and newspapers, (3) one-copper

student ticket for ordinary books, (4) free student ticket for periodicals and newspapers, (5) ten-copper ticket for incunabula, (6) five-copper ticket for the manuscript copy of the famous "Imperial Descriptive Catalog of the Manchu dynasty." The public is not admitted into the stack rooms.

The Peking Public Library has many reading rooms, such as a special reading room for special ticket holders, a ladies' reading room, a periodical and newspaper reading room, etc. These rooms are bare and the seats are not comfortable. Lighting and heating facilities are naturally out of the question. There is much red tape in drawing out books.

Besides the six ordinary tickets there are two special tickets, first and second. Those who hold special tickets of the first class can enjoy the privilege of inspecting and using ordinary books, periodicals, newspapers, incunabula, etc., without charge and also that of having access to the stacks. Those who hold special tickets of the second class can enjoy only the free use of ordinary books, periodicals and newspapers.

Three years ago the provincial public libraries had a system similar to that in the Peking Public Library. At that time many people thought that it was already a great advance towards democratic education, since only scholars were supposed to have the privilege of being near the books. By selling tickets the books could be used by any one who would pay a nominal sum.

Today people are getting wiser. The public library, they feel, should be free to everybody. Hence the system of free libraries is being introduced. Hence the public libraries in the provincial capitals and principal cities are gradually either discarding the policy of selling tickets or establishing branch free libraries.

Generally a free library in China allows the people to use its collections without any charge, but you cannot draw out the books for home use. On the other hand, in connection with those libraries there

are play-grounds and childrens' reading rooms. In spite of the financial difficulty the free libraries are better administered than the public libraries. In addition to old Chinese books the former also has newly published books on different subjects. Children's rooms are supplied with pictorial tales and juvenile books, and the play-grounds are well patronized by the children.

The libraries open on Sundays just as on week days. Some of them close on Mondays as a holiday to the members of the staff. There are altogether thirty organized free libraries of medium size.

Several free libraries, including those in Peking, I have visited and investigated. They are well patronized and their reading rooms are always crowded to the utmost capacity. Of course there is yet plenty of room for improvement. For instance the budget for the annual acquisition of books should be greatly increased, so that a circulation department can be established for promoting the use of books at home. Secondly the rooms are too bare and unattractive and the furniture in the children's reading rooms especially is not suitable.

The attractiveness of the reading rooms and attention to the comfort of readers are necessary factors to induce people to use the libraries. Of course, all the above improvements hinge entirely on the question of money. The money will come, if public sentiment demands comfortable and attractive free libraries. There are nevertheless signs at present in different prosperous localities for promoting a movement in favor of fine free libraries.

The second type of libraries in China is better equipped than the free public libraries. Their use is only enjoyed by a few privileged groups. They are not maintained by the government or provincial authorities. Their chief income depends upon the funds of the society. Their collection of books is of course similar to the nature of the parent society. So the Library of the Chinese Social and Political Science Association in Peking has its chief

collection on history, government, social and political sciences.

The best known society library maintained by westerners in China is the Library of the North China Branch of the Royal Asiatic Society at Shanghai. This library was founded about 1859 and the collection in China given by Mr. Wyllie former to me. Now it has about 5,000 volumes in foreign languages about 2,000 in Chinese. After the collector is not sure, it is fairly strong in works on China. The section of Eastern Asiatic languages was enlarged by Messrs. Kingsmill and Rose. The famous bibliographer of "Bibliotheca Sinica," Professor Barnard, was once its librarian.

The Dewey decimal classification system, together with the Carter author numbers and the card dictionary catalog was adopted in 1907, upon the recommendation of Dr. Bolton of the Boston Atheneum. The library is open daily and the privilege of taking out books is enjoyed by members only. Members are readers in Shanghai and abroad books by mail.

Another society library now rapidly coming to the front is the above mentioned Library of the Chinese Social and Political Science Association. It is financed and maintained largely by a group of "Returned" students who feel the need of a good library with western books, journals and magazines in Peking. In fact success in 1919 depends upon the United States of America, the late Imperial Manchu family and the Carnegie Endowment Corporation. The first, through its worthy representative in Peking, Dr. Paul S. Beeson, set apart the sum of nearly 100,000 from the remitted Interimity fund as the initial and maintenance expenses of the library. The second study located a centrally located site for the library building. The third is the Carnegie Corporation of New York which has already contributed about 1,000 volumes in history, social and political sciences, etc. I believe this is the first endowment of foreign books from that corporation to a library in China.

The reading rooms are comfortably furnished. With big windows both the light and air are excellent. A dictionary catalog with decimal classification is now on the way of accomplishment. It will be one of the most up-to-date society libraries in North China. The members of that Association as well as the reading public in general will have an ideal place for doing research work.

In addition to the above two society libraries there are about one dozen other society libraries scattered along the sea coast of China. The movement towards founding libraries of this type is slowly extending to the interior of the country.

Almost every college in China now has a sort of library. Among the few noted ones, the Law Library of St. John's University, Shanghai, is one of the oldest college libraries. It was begun about 1860. Mr. Low's donation formed the nucleus of the collection. It grew steadily year after year, until now it has its own quarters in the Anniversary Hall which was a gift from the alumnus students and friends to the present president, Dr. Pott, in commemoration of the twenty-fifth anniversary of its presidency.

For the sake of convenience in charging, shelving and cataloguing, all the Chinese books in 1911 were bound in the style of English books. This was a great advance in the history of Chinese libraries. Both English and Chinese books were classified according to Dewey decimal classification and the experiment was introduced of having a card catalog for Chinese books. The reading rooms are divided into easy alcoves. It is an attractive place for students to study and to research.

Another well-known college library is the Stone University Library at Wuchang. It was extended and reorganized about 1907. This library has been adequately organized and has done a great service not only to the students and alumni of that university, but also to the people of Hubei and the neighboring provinces at large.

It is the first institution in China to introduce a regular course of library science. Many young librarians now working in the different libraries are the products of the Peking Library School. Besides producing regularly trained librarians every year, the Peking University Library introduced the sensible system of traveling libraries. It has already established more than twenty centers to handle the circulation of traveling libraries. The school has now undertaken the Herculean job of translating the Dewey Decimal Classification and its Relative Index into Chinese.

In 1912 a small library had its birth about a mile from the eventful spot of the ruined old Summer Palace of Peking, Yuan Ming Yuan, in the beautiful campus of Tsing Hua College. After the summer of 1912 it began to grow rapidly. Now in the course of only eight years, its collections in Chinese as well as in foreign languages are easily the most pretentious of all libraries in China. At present it has 30,000 volumes of well selected books. It subscribes to 290 leading periodicals of the world and 70 bulletins. The circulation figure generally reaches to 1,500 books every month besides a much bigger figure of books used in the library. The library not only provides reference facility for the faculty and students but also answers many reference questions from the teachers of various schools in Peking and Tientsin as well as the alumni of the college.

In order to accommodate the rapidly increasing number of books an up-to-date and beautiful library building was erected. It is the first library in China to use steel standard stacks, glass and cork floors, and other scientific equipment. According to the present rate of annual acquisition it will in five years become the largest college in China.

This library is responsible for a great deal of the initiative in promoting a movement for scientific management of libraries. In the summer of 1920 it cooperated with the Peking High Normal College to found

the first library summer school. It was a great surprise to all that the enrollment numbered seventy-eight men and women. Most of these are the librarians of various libraries in different provinces. They were sent up to attend the summer school and even the Public Library of Ningbo, China, integrated its librarian to attend lectures in spite of the great distance and the civil war between the Caihui and Anhui military parties around Peking. Among the seventy-eight students one were girls. The lectures being strictly professional, it was open to both sexes. Undoubtedly the innovation has exerted a strong influence in support of the movement towards re-education.

The Tsing Hua Library took the lead in forming a Peking Library Association in 1916. Now the librarians of Peking have an opportunity to discuss questions of importance in connection with library administration. Under the auspices of the association the system of the inter-library loans of books has been introduced. A spirit of genuine co-operation between the various libraries in Peking is certainly a good sign of the times.

Seeing the need of modern libraries in China, a group of librarians and educators in Peking are now organizing a Chinese Library Association. The first step is to visit each province or city to form a local library association promoting the library science of that particular locality. The Chinese Library Association will have an annual conference with the representatives of the library associations. Researchers and educators who are interested in the library movement of different cities. An organizing committee was elected last autumn and it is now to hold the first conference in the summer of 1921.

Since 1912 four Chinese librarians have graduated from the New York Public Library School and the New York State Library School. They are the promoters of a library movement in China. At present there are 2,200 men studying library

Science at the New York State Library School. They are fully equipped to introduce a new era into the Chinese library world. Before they left for the United States to further their knowledge and experience, they all had years of practical experience in administering libraries. So we hope that these men who have the opportunity to see and study the library systems of the great powers will inoculate the old Chinese librarians with the serum of modern libraries.

The responsibility however of converting the storehouses of books into active centers for diffusing knowledge to the reading public should belong to every educated Chinese. A republic cannot become a true republic unless its citizens are properly educated. What have the libraries to do with the education of the people? This question was once replied by Dr. Melvil Dewey, father of the modern American library movement, that the library is the university of the people. To establish libraries in every city and in every village and to launch the present library movement over the top, are therefore the responsibility belonging to every loyal son and daughter of the Republic.

To sum up the plans regarding a library movement in China at present are simple and not ambitious. For there are two factors obstructing the way of having an ambitious plan: (1) The central government is very unstable and nearly to the verge of bankruptcy. Hoping to get some govern-

mental subsidy for the movement is no more than a mere dream. (2) The public opinion of the people is not keen enough yet to have libraries established everywhere. In view of these two difficulties we have to go along steadily and cautiously but with hope and patience.

There are several things now in my mind:

1. Organize a Chinese Library Association which will publish a periodical and other pamphlets on library topics. The work of advertisement and propaganda can be successfully accomplished through such an organization, but above all to standardize library administration.

2. Encourage to have a local library association in every city. As a matter of fact those two plans since last summer have been discussed; but owing to financial difficulty, only a few of their activities have been put into practice.

3. Influence a few high educational institutions to establish library schools. I have discussed that plan with the presidents of Peking High Normal College and the South Eastern University at Nanking. They fully endorse my suggestion. Again due to shortage of fund the plan is temporarily suspended.

4. Encourage to establish small libraries and readings rooms in every district. Many cities along the Yangtze Valley have taken up that movement.

5. Try to influence Chinese students to study library science in the United States of America. We want trained librarians to give the public efficient library service.

Above all the most imminent need is a Chinese Library Association, through which we can standardize the system of library administration. My aim is to see all those plans put into force as extensively as possible.

#### A List of Libraries Having Foreign Books and Modern Library Service

Names of Libraries	Volumes in Chinese	Volumes in foreign languages	System of Classification
Anking Provincial Library, 1912.....	34,000	1,000	Chinese classification. (C. C.) i. e. Classics, history, philosophy, belle lettres and general works
Canton Christian College Library ....	5,000	9,000	No system yet
Chengsha Yale College Library .....	1,000	3,000	Decimal classification (D. C.)
Chekiang Public Library, 1912 .....	372,188	2,000	C. C.
Foochow Public Library, 1912 .....	26,480	1,000	C. C.
Hupel Provincial Library, 1912 .....	140,000	1,500	C. C.
Kiukiang William Nest College Library	3,000	2,500	Classified according to subjects taught
Kwangsi Public Library, 1913 .....	60,000	2,000	C. C.
Nanking Science Society Library, 1918	900	1,500	Modified Harvard classifica'n

Nanking Teachers College Library, 1914	10,000	5,600	D. C. & C. C.
Nanking University Library, 1905 (?)...	3,000	10,000	D. C. & C. C.
Nantung School Library, 1913 .....	130,000	1,000	C. C.
Peking Chinese Social & Political Science Association Library.....	1,000	4,000	D. C.
Peking Christian Univ. Library, 1919..	1,000	2,000	D. C.
Peking Government Library, 1904.....	60,000	10,000	C. C.
Peking High Normal Col. Lib., 1910 ..	8,000	7,000	Tokyo Library system
Peking Public Library, 1912 .....	128,000	2,000	C. C. (Has many valuable mss.)
Peking Tsing Hua Col. Lib., 1912....	42,000	18,000	D. C. & Modified C. C. for Chinese Books
Peking Union Medical Col. Lib., 1919..	300(?)	9,000(?)	Subject classification.
Shanghai St. John's Univ. Lib., 1890...	3,000	16,000	D. C.
Shanghai Baptist Col. Lib., 1915 (?)...	1,500	3,000	D. C.
Shanghai Poly. Institute Lib., 1909 (?)	20,000	4,000	C. C.
Shantung Public Library, 1908 .....	12,000	2,000	C. C.
Shantung Christian Univ. Library .....	10,000	8,000	D. C. & C. C.
Soochow Univ. Library, 1904 (?) .....	2,500	9,000	
Sung Kiang Public Library, 1915 .....	55,000	1,000	C. C.
Tientsin Nankai Col. Library, 1911 .....	4,000	5,000	D. C. & C. C.
Tientsin Public Lib., 1908 .....	13,500	3,600	C. C.
Tientsin Peiyang Univ. Library.....	25,000	10,000	Lib. Congress classification
Wuchang High Normal Col. Lib., 1911	21,000	2,000	C. C.
Wuchang Boone Univ. Library .....	15,000	10,000	D. C.
Wuchang Wesley Col. Lib. .....	2,000	3,000	D. C.
Wusih Public Lib., 1912 .....	41,000	2,500	Modified C. C.

1. Most of the provincial public libraries were established in 1912.
2. The numbers of volumes of each library is approximate.

#### Poland Exchanges

The libraries of Poland are anxious to organize a system of exchanges with American publishing organizations. The exchange value of Polish money is so low that the purchase of most necessary American books is practically impossible, and at the same time, owing to the increasing importance of America, not only in international politics, but also for the leadership in the development of the civilization of the world, a closer contact than even before 1914 with America, is absolutely indispensable to Poland.

This Bureau believes that American libraries are anxious to give more consideration now to Polish publications, not only because America is playing a more important role in world politics, but also because America is destined almost immediately to hold the principal part in the international organization of research, and Poland has been re-established as a country with about 30,000,000 inhabitants in a rather central position, where she can act as intermediary between the western civil-

ization and the east. Many American libraries require a good deal of material, historical sources, monographs, periodicals, etc., published long before 1914, while probably all American libraries will be anxious to have as much current Polish material as possible.

There are in Poland five universities and several other academic schools (two polytechnics, a mining academy, etc.), there is the Polish Academy of Learning, and also several general learned societies in addition to special organizations, such as historical, naturalists' and other associations.

The Polish Bureau of Information in New York is anxious to organize a system of exchanges between American universities and libraries on one hand, and Polish libraries which are connected with the universities, other academic schools, societies of learning, etc. It is suggested that any American organizations which might be interested in such exchanges communicate with the Polish Bureau of Information, 40 West 40th Street, New York City, stating whether they would like to

exchange with any one or with several organizations, whether they are interested in all material that may be published by such organizations, or only in some type of material, whether considering the difficulties of publishing in Poland at the present moment, they would be willing to allow for a not always equally voluminous amount of material coming from Poland as that which they may be able to send over, whether they are interested in back files or only in current publications, and how many copies they would be prepared to offer in order to obtain material from organizations existing in various parts of Poland.

For the present, it is tentatively suggested that there be selected four main centers in Poland, i. e., Warsaw, Cracow, Lwow (Lemberg), Poznania (Posen); that in one of them (Posen), only one receiving center be selected and be charged with the duty of collecting as much material as possible published in that center and sending it over to America, whereas in Warsaw, Cracow, and Lwow, some two or three organizations be selected on account of the volume of their publications and be asked in consideration of each one receiving publications of the several American organizations, to contribute its own to each one of the American exchanging organizations. In this way, it would appear desirable to have from America, from four to ten copies of every publication in exchange for which it would be the duty of every one of the various Polish exchanging organizations to supply as many copies as there would be American exchanging centers.

The Polish Bureau of Information in New York is anxious to begin such exchanges at the earliest possible moment and suggests that until postal communication is regulated, it would be best to form a collecting and distributing center at the Polish Bureau of Information in New York, so that American publications could be sent directly to that Bureau and Polish publica-

tions could be sent from the Bureau to the individual exchanging organizations.

#### LIBRARY SERVICE

##### (COMMITTEE OF FIVE)

This Committee was appointed on February 26, 1919, nearly two and a half years ago. Its work has been delayed, because for a long time it was doubtful whether or not the Committee would have at its disposal a sum of money sufficient to make a survey of library work on a professional scale, employing a director and office force and a sufficient number of field workers. It is obvious that the methods and machinery of a survey would be entirely different if made by volunteer work.

When it became evident that the survey must be made by volunteers or not at all, it was necessary to decide whether to go on with it under these circumstances. There was some difference of opinion, and some members of the Committee were unable to promise the requisite amount of attention to a voluntary survey. The Committee as at present constituted contains only one of its original members besides the chairman, and all have agreed to conduct a survey on the voluntary basis.

It appears to us that the only way to secure results from persons who are already busy and who must do this work in their off time, is to divide the field with great minuteness and appoint one person to have charge of each small division, so that the amount of work to be done by one person shall be slight and may be performed thoroughly without the sacrifice of too much time or energy.

It is obvious that under these circumstances the facts for which we seek must be obtained by a questionnaire. An interested member of the A. L. A., just after the Committee was appointed, said to the Chairman, "Whatever you do, do not rely on anything that a library may say about its own work,"—but even if we should desire to comply with this somewhat cynical advice, it would be impossible. Even if we had a large appropriation and a consider-

able number of field workers to gather facts by personal investigation, a very large amount of the information so gathered would have to be that collected and tabulated by the libraries themselves. There would be, for instance, no way of getting at so simple a figure as that of home use of books, except by relying on the records of the different libraries.

The desire of the Committee is not to inflict upon libraries an irritating shower of small questionnaires coming from hundreds of different sources and arriving at odd moments. At the same time it is desirable that each person in charge of a small section of the field to be investigated should prepare his own questions and receive, digest, and discuss the answers thereto. The method will be to have each person send his questions to a member of the Committee in charge of the division of the work under which they fall and when these committee members have combined and edited the questions they will all be sent to the Chairman, who will give them their final assemblage and complexion. The questionnaire so formed will naturally be very comprehensive and very bulky, but we believe that all libraries will prefer to deal with it as a whole than with multitudinous fragments. The answers having been received, they will first be divided into the divisions of the field represented by the Committee members, and then each Committee member will separate his share of the answers and distribute them to the persons responsible for the questions. The answers having been studied, tabulated, and discussed by these, will again go through the process of assemblage until they are ready for the final report.

At proper intervals of time the Committee will, of course, meet and discuss policies and questions at issue. The small appropriation at our disposal will be spent for printing, postage, and the traveling expenses incident to these meetings.

It had been hoped that the whole questionnaire would be ready for assemblage and discussion by the Committee at this meeting of the A. L. A., but it has not been

possible up to date even to secure acceptances from a sufficient number of persons willing to take charge of the minute portions into which the field has been divided. If we should not be able to secure a sufficient number, it is obvious that the work would have to be abandoned and the Committee would then ask to be discharged. We are assured, however, that it is only a question of time when we shall be able to carry the work forward as indicated above. Meanwhile, we would earnestly request all members of the Association who may be asked to give a portion of their time to this work to make the sacrifice, which we on our part will try to make as slight as possible.

Up to May 2, 175 persons have been under discussion as sub-committeemen, and 113 have been selected by name. Of these 104 have been notified, 57 have formally accepted, and 9 have sent in their questions for the questionnaire.

The long period of time that has elapsed since the appointment of the Committee makes it proper to indicate in somewhat greater detail than above, just what has been done during this time. The Chairman has kept a diary of events, on which there are at present 38 entries up to May 2. Only the principal ones can be summarized here. The Committee was appointed February 26, 1919, and on February 28 the Chairman sent out a suggested division of the field. The next two months were spent in correspondence to bring out the ideas of the members regarding this division, and on April 19, the Committee met at Cleveland with President Bishop, discussed the general scope of the survey, and decided on a primary division. This division was given in tentative form and the report read in June at the Asbury Park meeting. At that meeting the Committee suggested and assembled a list of sub-committeemen and decided on the general plan of making the survey outlined above, it being understood, of course, that if the money should be available, the Committee would employ a director and turn all details over to him.

Just after this meeting much time was

taken in correspondence with various officials of the A. L. A. with regard to a possibility of interference between the work of this Committee and that on the Enlarged A. L. A. Program. Discussions of a possible director of the survey and also resignations from the Committee occupied its attention until the middle of 1920. The membership of the Committee was not again complete until October 6, 1920, when preliminary work began on the volunteer plan as outlined above. The present stage of this work is indicated with sufficient clearness by the figures already presented.

It is inevitable that there should be a certain amount of impatience, as this work proceeds, at the slow rate of progress, as conditioned by the various obstacles which it must encounter. We beg you to remember, however, that any amount of work accomplished now, no matter how small, is a definite step towards the end, and will not, as far as we can see, have to be done over. It is simply a question of time, then, when we shall have the first complete account of the work that is being done by American libraries. Projects that librarians are now undertaking in ignorance may then be carried on, not perhaps with full knowledge, but with the best approximation to it that is possible under present conditions.

ARTHUR E. BOSTWICK, Chairman.  
FLORENCE OVERTON,  
AUAR'AH S. ROOT,  
HENRY N. SANBORN,  
BESSIE SARGENT-SMITH.

#### LIBRARY TRAINING

The Committee on Library Training held one meeting at the time of the mid-winter A. L. A. Council meeting in Chicago with four members present. Obviously, the committee could not "investigate the whole subject of library schools"—the duty assigned to the committee in the by-laws—both from the shortness of time and from lack of funds. Plainly more definite results could be secured by confining the activities to rather limited fields.

It was agreed that this committee should co-operate very closely with the new Committee on National Certification of librarians, since library training must be one of the fundamentals in any certification scheme. Of course the basis for accrediting the regular library schools should be—as decided by the committee a year ago—the standard established by the American Association of Library Schools. However, a conference with the chairman of the Committee on National Certification indicated that our committee might be able to make a material contribution through the formulation of certain standards for library training classes and summer schools. Accordingly a sub-committee composed of Miss Carrie E. Scott, chairman, and Mr. Frank K. Walter was appointed to make a report on this subject. The result of their work is appended in a Preliminary report in the comparative value of training for library service given by training classes and summer schools.

#### Quoting from the report—

"The purpose of this report is to evaluate and to seek to correlate the courses of instruction offered in training for library service by the various library training classes and summer schools of the country, thereby presenting a uniformity of standards and a basis for staff grading and certification in secondary education in library work."

The difficulty of securing trained library workers and especially of catalogers in recent years has been one of the concerns of the profession. Efforts are being made everywhere in the way of recruiting committees, etc., to attract promising young people into the field of library work. Of course salaries are an important consideration in this matter and while there has been some improvement recently, library schools and librarians must raise the standard of library salaries still higher. One report in this connection may be cited as of interest. In a report published by the American City Bureau entitled "An interpretive report of inquiry No. 1 relat-

ing to salaries, training and experience of teachers in the national survey of urban public schools," it is disclosed that clerks, pages, messengers and janitors all receive a higher "median" salary than school librarians. All grades and kinds of teachers rank above librarians in the list but no employees of any kind manage to get below them. Of course this refers only to one branch of library work, but it is one of the newer ones and one to which much attention is now being directed. We cannot do better in this connection than to quote from a former report of this committee. "It will be seen then that this question of compensation really plays a large part in the future of library training. If the profession desires to see the standard of training advanced, the schools improved, and a higher type of person attracted to the profession, nothing will so contribute to that end as the prospect of more adequate compensation when the training is completed and the work begun."

However in the belief that the character of cataloging instruction may be partly responsible for the dearth of catalogers a sub-committee of Miss Margaret Mann, chairman; Miss Emma V. Baldwin and Mr. John A. Lowe was named to report on the Training of Catalogers. The full report of this sub-committee is appended, but we quote as follows:

"As a basis for work, four factors were chosen as contributing to and influencing cataloging: (1) Selection of students who enter the library schools, (2) Method of instruction in library schools. (3) Attitude of librarians towards the subject and towards their catalogers. (4) Attitude of the profession towards the subject.

As our summary we offer the following suggestions:

1. That a pamphlet be prepared which shall show what cataloging really is. Its administrative bearing in the library scheme, its relation to research and its interest as a profession. This pamphlet should omit in

as far as possible the mechanical methods of constructing a catalog.

2. That Library Schools give this pamphlet to prospective students.
3. That Library Schools consider a change in their curricula with an idea of segregating technique from the course in cataloging and so add interest to the subject.
4. That Library Schools offer two courses in cataloging, one which shall fit students for cataloging in the small libraries, the other to fit students for positions in the large library and that the recommendations from these school definitely state the student's ability.
5. That librarians study the organization of the library with a view to offering greater opportunities for the cataloger to develop and use the information she has to give. Assistants can derive neither pleasure or profit from their work without inspiration from the head of the institution.
6. That the library profession inform themselves about the subject of cataloging that they may estimate it from its results rather than from its methods."

The intensive and constructive work of the committee for the year consists of the reports of the two sub-committees mentioned above and careful consideration of their recommendations is urged.

Another subject suggested for investigation was the character of the courses being offered for the training of teacher-librarians and school librarians. The subject was assigned to a member of the committee but while some preliminary work has been done, it has not been possible to formulate a report in time for this meeting and the investigation will carry over into the work of the coming year.

The Library Workers' Association addressed the following communication to the committee:

"We wish to see some system established whereby the many summer corre-

spondence and lecture courses may all be brought into their proper relation to a library school degree. We feel that until the opportunity to take a course in library training is open to everyone, we can not expect the standards in the profession to be the highest possible. Units for a college degree may be obtained through correspondence extension or summer school courses. What step can be taken to bring about this condition in the library world?"

As a result of this inquiry the Committee made an effort to continue the investigation concerning correspondence courses made last year. An announcement of a course offered by Research University, Washington, D. C., was received, but a request for information as to the scope of the course and the name of the librarian supervising it brought forth no response. We have learned of no other correspondence courses additional to those reported last year. It would seem that there is a place in our system of library training for thorough, carefully prepared and properly supervised correspondence courses in certain branches of library work, especially if sponsored by one of our library schools and if regular school credit could be granted for such work.

As to summer schools it is of course essential that many of these schools should give a short general and comprehensive course. However it evidently is the wish of the Library Workers' Association that some of the regular library schools granting admission by examination, offer summer school courses for which the same credit is given as for equivalent courses in the regular school—such courses as are now open to college graduates at the University of Illinois summer library school. We submit this suggestion as worthy of consideration.

It is the opinion of the Committee that the library schools should adopt a uniform system of evaluating the credit granted for the various courses. There is no uniformity in present practice and a comparison is difficult. In some schools courses

are assigned a certain number of credits, in others a certain number of periods and in others a certain number of hours. We recommend that library schools adopt a unit of credit similar to the "semester hour" of the standard colleges and universities.

The committee believes it worth while to direct attention again to the excellent study on the advisability of giving instruction in business library work made by Miss Krause last year. This report is not available in print but is on file for consultation at A. L. A. headquarters. The result of this study indicates a very general opinion among business librarians that certain courses on business reference, filing and business administration in the library school would have been most helpful preparation for the work. It is of course difficult to provide such instruction and to fit it into the regular course. But the committee believes that it would be practicable and desirable if certain library schools with special facilities could offer occasionally special courses in business, law, agricultural or other special fields of library work. Special arrangements would have to be made for instruction and practical experience in such courses and announcement should be made at least one year in advance in order to allow prospective students time to arrange for attendance. In November, 1920, the school for business librarians, conducted by Adelaide R. Hasse in the Washington School for Secretaries, Washington, D. C., began its work with an evening course. The Riverside school has also offered business library courses.

The committee mentions the following items of interest in connection with library schools:

In the summer of 1920 the California State Library School merged with the University of California library school.

In September, 1920, the University of Buffalo opened courses in library science. Lectures are given at the Buffalo Public and Grosvenor libraries.

The Brooklyn Public Library now con-

ducts two courses in library training open to outside students. (1) Advanced course; (2) Training course for children's librarians. Tuition and text books are free but graduates are expected to accept appointment on the staff of the library for at least two years.

The Ontario library training school under the direction of W. O. Carson, Inspector of Public Libraries, Department of Education, Toronto, opened a three-months course on September 6, 1920.

Respectfully submitted for the Committee,

MALCOLM G. WYER, Chairman.

W. W. APPLETON,

EMMA V. BALDWIN,

MARY E. HAZELTINE,

JOHN A. LOWE,

MARGARET MANN,

CARRIE E. SCOTT,

FRANK K. WALTER.

#### Appendix A

#### A Preliminary Report of the Sub-Committee on the Comparative Value of Training for Library Service Given by Training Classes and Summer Schools.

The purpose of this report is to evaluate and to seek to correlate the courses of instruction offered in training for library service by the various library training classes and summer schools of the country, thereby presenting a uniformity of standards and a basis for staff grading and certification in secondary education in library work.

The constructive work of this report is based upon the investigations and recommendations of former A. L. A. committees on library training.

The first step necessary is to come to a mutual understanding of the meaning of the terms—training class and summer school, and to define the scope of each.

#### Training Class

A library training class is one conducted by a library, for the purpose of training students in library science for efficient service, in the local library and of de-

veloping in each individual desirable qualifications for general library work. The technical courses are presented from the viewpoint of the local organization and conditions. The study of books, both general literature and reference is emphasized. One half of the work of the course is devoted to lectures and preparation of assigned work, and the other half to required practice work in various departments and branches of the library. The course is usually six months in length and prepared for the first grade of library service. This definition eliminates from our consideration the apprentice class in which practice work takes precedence over class instruction. In such a class, individuals are given instruction in the routine work of the library, but this instruction is unaccompanied by lectures and problems on the basic principles of library science. Such a class should not rank with a training class, and no certificate should be given for such work.

#### Summer Library Schools

Summer library schools are conducted by State Library Commissions and a number of universities and colleges, for the purpose of offering intensive courses in library science. The scope of the courses varies with the purpose of the institution giving it. According to the report made by Mr. Sanborn in 1920, "The Library Commission, interested by its very nature in the problems of the small public library, realizes the need of a general course, however, elementary, covering all the activities of a small library. \* \* \* The college offering summer courses in many cultural and professional subjects, has in mind the need of certain librarians for instruction in cataloging, or the use of reference books, or some other individual part of the work that must be done in libraries. As a result, the aim is not so much a general birds-eye view of the field as training in one division of library science." Several universities and colleges, however, do offer general elementary courses, covering the whole field of library science. This course also

prepares for the first grade of library service. Summer school training is in no way equivalent to regular library school training. Several schools state that their object is to prepare students for better work in their present positions.

In order for this short course of elementary training to be on a par with the longer course of the training class, there should be required courses of cultural reading, and in case of inexperienced librarians, a month of practice in an accredited library, under the direction of a trained librarian.

For the purpose of this report, the special courses offered for the training of the teacher-librarian are not included.

#### Entrance Requirement

The minimum educational requirement for both the training class and summer school should be a complete high school course or its equivalent. In the matter of summer schools, especially those conducted by library commissions or closely connected with them, in which emphasis is placed on improving the work of those already in the service, a paid position as librarian or assistant, or a definite written appointment to the same should be an entrance requirement. Some of the university and college classes also make this requirement, while others require college degrees or at least credit for one year's college work.

The majority of libraries require an entrance examination for training classes.

Miss Welles in a paper read before the library training section in the 1917 A. L. A. conference at Louisville, makes the following recommendations in regard to this entrance examination. "This examination should be far simpler than that given for entrance to library school. College entrance examinations are a fair basis if adapted to local high school standards, and no technical questions should be asked. One paper of one hundred points, forty on literature, thirty on history and thirty on general information is an adequate test." Personality should be taken into consideration and a "personality mark" should count fifty per cent toward an entrance credit.

In the absence of this entrance examination requirement in summer schools, to balance this with the training class, there should be a "personality mark" and an informational test, credit for which would be counted with the general average.

#### Length of Term

In a training class, the length of the course should not be less than six months; the total hours of work, for study and practice should cover seven and one-half hours a day for five days in the week, making thirty-seven and one-half hours a week.

For summer school, a general course is usually six weeks in length. The University of Illinois, in addition to a general six weeks' course, also offers eight weeks' courses each confined to a single library subject and open only to college graduates. They receive the same credit as is given for the equivalent courses offered in the regular library school course. The lecture and study periods should take 42 hours per week.

#### Instructors

For both training class and summer school, the major courses in library technique require instructors with library training from accredited library schools, and special qualifications and experience in the courses in which they are required to give instruction. In the training class, custom varies. In some large libraries there is one special person in charge of the instruction, but heads of departments assist to some extent in the classes devoted to their particular work. In other libraries, the training class has a supervisor who plans the course of study and makes out the program, but the work of instruction is carried on by heads of departments and assistants especially qualified for the work.

From the report made last year by Mr. Sanborn on summer library schools, we find one instructor for every eight to twelve students is about the average. In the recommendations made by the training committee in 1905, we find the following: "At least two persons in the corps of instructors shall have had experience in

other libraries than the one connected with the school. There shall be at least one instructor to every fifteen students."

#### Course of Study

In both the training class and the summer school there should be instruction in technical courses of library science and also in the cultural courses; and lectures should be accompanied by problem work. In the training class, this instruction should be from the view point of the local library giving the course; in the summer school the classes should be planned from the general standpoint, but should be simplified to meet the needs of the shorter term. Cataloging, classification, book selection, reference, work with children, administration, order work and trade bibliography, loan work, and binding and mending should be included in the curriculum of each. In addition there should be other minor technical courses which can be covered in one or two lectures such as shelf-listing, accessioning, mechanical preparation for shelves and care of pictures and clippings. The number of hours devoted to each course must be regulated, to a great extent, by local conditions, but enough time should be allotted to each course to give a fundamental knowledge of the technique. The minimum hours devoted to cataloging in both training class and summer school should not be less than 20 hours; to classification, 12 hours; order work and trade bibliography, 5 hours; loan work, 5 hours in training class, 2 hours in summer school; shelf-listing, 2 hours; accessioning, 2 hours; book numbers, 1 hour; mechanical preparation for shelves, 1 hour; reference work, 12 hours; children's work, including juvenile book selection, 10 hours. It is difficult to make an exact estimate of the course offered in administration and general topics of library economy, because of the difference of purpose and scope of the courses offered in the training classes and summer schools. In the training class, the purpose is usually to give the student some definite information concerning the local library, its organization and scope of work; also to define and make clear the

underlying principles of efficient library service. In the summer school, the latter phase is enlarged upon. In each course there should be at least eight lectures devoted to problems of administration. In the matter of book selection, the short term of the summer school makes it impossible to set comparative standards within the time of the school terms. In summer school, there should be at least 10 hours devoted to the general problems of book selection for adults. In the training class one lecture period a week, throughout the six months should be devoted to general literature. Some training classes also devote the same amount of time to the study of fiction. In both courses "The aim should be to excite intellectual curiosity and supply a stimulus to future reading, as well as train in critical appreciation of good books." The student should also be trained to cultivate the power of judging books as to their value and their adaptability to library needs. A certain amount of reading should be required, followed up by book reviews and discussions.

In the training class, there is also time for the study of periodicals and newspapers, with reports on current events, examinations and evaluations of assigned periodicals, representing various fields in this class of literature. For this course, one lecture period a week throughout the term is allowed. It has no counterpart in the summer school courses.

Some libraries also conduct sociology seminars as a course in the training class. These seminars are planned on the basic principal that a knowledge of local, municipal and state government, and of social and educational movements is essential to the best training for library service. Well known local speakers and specialists are procured to present some of the various phases of these sociological subjects and class discussion of the best literature relating to these subjects follows. One hour a week is usually devoted to this work.

Since it is impossible to give these cultural courses in a short summer school,

for a summer school certificate to be equivalent to the one granted by a training class, the summer school student should be required to complete a year's course in reading after he has taken the summer course. This course should include standard books in general literature, fiction, history, sociology and current literature and should be based on some officially recommended course. Before the student receives a certificate from the summer school, he should be required to take an examination on this course of reading and the grade should be counted in on his general average. If the student gives evidence through the "information test" or otherwise, of previous wide reading he might be exempt from this course of reading.

#### System of Grading

In order to get uniform standards established, a uniform system of grading should be followed. The following scheme for grading manuscripts and making out averages is suggested as a basis for discussion:

A or E	95-100
B or G plus	90-94
C or G	85-89
D or F	80-84
P	75-79
Failure	Below 75

In determining the general average, in order to equalize the value of the short and long courses, the course of study should be divided into three units, each of which is worth 300. Averages should be made for each group and the general average obtained by adding these three averages and dividing by three. The relative value of the different courses is suggested as follows:

#### Unit 1

Cataloging	.....	100%
Classification	.....	100%
Trade Bibliography and Order	....	50%
Binding and Mending	.....	25%
Shelf-listing	.....	25%
Average	.....	300%

#### Unit 2

Reference	.....	100%
Children's Work	.....	75%

Administration	.....	75%
Loan	.....	25%
Poster	.....	25%
Average	.....	300%
		Unit 3
Fiction	.....	100%
General Book Selection	.....	100%
Current Events	.....	100%
Average	.....	300%
General Average	.....	100%
Any number of courses may be included in the unit provided the sum of percents is not more than 300.		

#### Practice Work

For the training class, Miss Welles recommends fifty per cent practice work in the departments of the library, the other fifty per cent being devoted to class work, including lectures and preparation of assigned work. "Sufficient ingenuity should enter into the schedule making, to insure practice in every department for each student, so that she may show her special aptitude and gain a general view of the work of the library. \* \* \* Each student should work under not less than three different chiefs, from whom frank and honest reports upon her work are essential to fair judgment." In the department, the student should be given an all round experience and not be assigned the tasks, which are mere routine and nothing more. The question of paid practice work rests entirely with the local library. In summer school, if the student is inexperienced in library work, a month's practice work, under the direction of a trained librarian, should be required.

#### College Credits

For the general course, in training class and in summer school, a college or university should give at least three hours credit. (This needs investigation, Butler College and Oberlin College give our students three hours' credit while Miami University gives five hours. What do colleges in other places do?)

#### Summary of Recommendations

To balance the entrance examination of the training class, an informational test

should be required of summer school students, the grade of which should be counted in on the general average, with a personality mark.

To balance the general practice work of the training class for the inexperienced librarian in summer school, a month's practice work in a library under the direction of a trained librarian should be required. To balance the longer courses in book selection, given by the training class, a year's course of reading made up of standard books selected from the general field of literature should be required of summer school students before a certificate is granted. The student should be examined on this course of reading and the grade counted in on his general average.

CARRIE E. SCOTT, Chairman,  
FRANK K. WALTER.

#### APPENDIX B

##### Report of the Sub-Committee on the Training of Catalogers

The sub-committee appointed to investigate and offer suggestions on the training of catalogers submits the following report:

The committee has made an attempt to analyze the cataloger's position and study ways and means for arousing interest in cataloging and so increase the number of assistants in this field of library work.

As a basis for work, four factors were chosen as contributing to and influencing cataloging: (1) Selection of students who enter the library schools; (2) Methods of instruction in library schools; (3) Attitude of librarians towards the subject and towards their catalogers; (4) Attitude of the profession towards the subject.

With the above factors in mind a letter was sent to six college libraries, two special libraries, the library of Congress, H. W. Wilson Co., and seven large public libraries, and to the Secretary of the Massachusetts and Minnesota Library Commissions who sent in reports from the libraries of these two states.

The letter covered the following points: Why are not more catalogers available? What qualities are required in catalogers

which are not supplied? Do graduates of library schools adequately meet the needs? Are catalog departments so organized as to give catalogers independent work? Do catalogers give any time to other branches of library work? Is routine work actually confined to clerical workers or do trained catalogers do typing, etc.?

Going back to our four factors, we cull from the answers of these letters the following suggestions:

##### 1. Selection of students in the library school.

Has too much emphasis been placed on "personal charm" in selecting students for library schools?

There seems to be a tendency to lay stress on the fact that *all* library positions bring one in contact with the public and therefore *all* students must possess a personality which is affable, attractive, wide awake and altogether charming. In a word, a great deal of emphasis has been placed upon personality, leaving out of consideration the real ability and merit back of personality.

Mr. E. H. Anderson says: "Teachers are misled into believing that there are greater possibilities for social service in reference, children's or circulating work than in cataloging \* \* \* it is believed that the shortage is aggravated by a tendency on the part of most library schools to encourage their best students to take up other lines of library work."

It is a mistake to say that a certain type must be employed to do a certain kind of work, unless one is very sure of the possibilities in the individual. If this mode of selection is followed, new life will never be introduced into an old subject. If the *mouse* type has come to be synonymous with the catalog type, then there is no hope for the expansion of the subject. A cataloger with executive ability put into certain catalog departments could bring new life into the whole library and probably cut the cost of administration.

Library work, combining as it does the demand for business and scholarly attainments, requires a combination of talents

which are often difficult to find in one individual. This makes it very necessary for those who are selecting persons to enter the profession to study the demands as well as the individual. The research and bibliographical side of our work should be given the same consideration as is given to the social or public side. It should receive its proper emphasis and be so presented to prospective librarians as to give it its true value in the library scheme. It is a fundamental branch and without proficiency in this essential groundwork of our profession the institution will not fulfill its primary purpose. A catalog should not be talked about as a record, too much research has to go into an effective catalog to give it this term.

## 2. Instruction in Library Schools.

Certain standards of library technique have become fixed. There is a standard size of paper, cards, trays, etc., all over the world. These measurements are not questioned because of their general adoption.

The same is true of the code for making an author catalog. The A. L. A. code now in general use has been officially accepted by the United States and Great Britain. The standards are all the outgrowth of cataloging. Is it because of these that the technique of all library work still clings to cataloging?

There is a tendency in library schools to tie up all questions of the detail of form, accuracy, neatness, narrowness, legibility, style, orthography, punctuation, etc., with the instruction of cataloging. This is probably not the fault of the teachers of cataloging but rather the lack of a well balanced curriculum. These details are not limited to the making of a catalog, they are just as essential in the preparation of any other manuscript or copy. Why link them up with cataloging any more than with reference work bibliography, or the course in library printing? They tend to bring to cataloging an elementary phase which must necessarily detract from the fundamentals of the subject and make of it a craft rather than a science.

As a result of this method of teaching,

the ability of students is misinterpreted and the subject is disliked. The student who has any executive power is unwilling to spend time and effort on mere detail and unless she masters this detail she is likely to be considered unfit for cataloging and her interest and ability is immediately turned to other channels, which are made more alluring and which require less petty detail.

There should be some catalogers with executive ability. In this day when we are all asked to cut costs and maintain standards, the executive is in demand and there are very few branches of work which can be successfully carried on without this quality. A cataloger must be alive to business as well as scholarly methods, her task is to eliminate and add according to her best judgment and keep this largest of all library publications within reasonable limits of expense and efficiency.

If the course in cataloging must include the course in library technique, the subject is going to be not only shorn of its interest but it is going to be misrepresented; for while the technique must enter into the making of any tool, the value of that tool depends entirely upon the master mind which goes into it and not upon the mechanic who carries out the details of making. The average cataloger who graduates from the library school is well grounded in technique. She usually has a knowledge of the rules for entering various kinds of authors' names, is usually familiar with the *general* reference books, is generally accurate, painstaking, neat and orderly about her work, but she often is lacking in the ability to discard iron clad rules when necessary and apply reason to a case not covered by rules. The larger phase of the problem of getting the books before the reader in their true significance is to her not so much of a problem as is the writing of the cards and having them technically perfect. Probably seventy-five per cent of the users of a catalog are in search of information from the subject side rather than from the author side and yet it is believed that more time

and effort have been spent in teaching the author than the subject side of cataloging. This is natural because: (1) There is a code covering the author side; and (2) it is a much more definite problem to which definite rules can be assigned. Students show the result of this in their ability to handle books from the author side and their inability to grasp the problems of subject headings.

How is the remedy to come? Can the detail mentioned above be eliminated? It may not be possible to eliminate the emphasis and drill which many students require to make them realize the necessity of the accuracy, the carefulness, and the painstaking effort required to do any piece of work well, but such detail can be removed for any one subject. It should certainly not be taught as a part of cataloging.

The curriculum should be so arranged as to bring the teaching and drill of technique into its proper relation with the work as a whole. Tests of accuracy, neatness, spelling, punctuation, etc., can be given which will soon disclose the strength or weakness of a student along these lines but this test should not be made an exercise in writing catalog cards.

By removing this technique from cataloging more time can be given to the larger and broader considerations of the subjects. The cataloger's time should not be wasted by doing the work which a typist can do. Real catalogers should be research workers who study to know the demands made upon the resources of the special library with which they are connected and to so study the books making up such a collection as to make available every bit of information contained therein.

Cataloging should always be given the character of research work.

The variety of the demands made on the cataloger in the large and small libraries would make it seem wise for the Library School to offer an advanced course in cataloging which should be an elective course.

By offering advanced work and by segregating the unnecessary detail from the elementary course there would be op-

portunity for more emphasis on subject headings, reference books, and actual cataloging experience. These are the elements which are inadequately met in library school graduates and they are also the things which will arouse interest in the subject.

3. Attitude of librarians towards the subject and towards their catalogers.

The popular idea has been circulated that catalogers are not human, not adaptable, not attractive, not worthy of much consideration, have no executive ability, and in short are creatures to be pitied.

The results of the investigation of this committee would go to show that the work in most places is appreciated and there is an effort made to give catalogers every consideration. The salary question is one which is always with us and it is probably true that catalogers, unless they combine a certain amount of executive ability with their special subject are underpaid.

If this is true (the committee made no specific investigation of the salary question), the surest and best way to remedy it is to get more efficient catalogers whom the library cannot get along without. The salary is usually measured by the ability of the worker. Clerks are not catalogers but many so-called catalogers are only clerks.

It is a question how much use is made of the by-products of cataloging. No class of assistants are so familiar with the resources of the library as the catalogers. They handle and analyze all material and the information they cull from such contact is very seldom used. Yale reports "The catalogers do assist at the Reference Desk, answer questions which come through the mail, in the subjects which they are handling, assist in the arrangement of exhibitions, call the attention of the order department to books needed, etc."

It is the opinion of the committee that there is an opportunity here to save waste and also bring in an element of interest which will result in greater contentment and satisfaction in the staff of the catalog department. As Mr. Martel says, "There

is no opportunity for personal distinction in cataloging work, in most libraries the work of the individual cataloger is anonymous." If this condition exists and libraries are finding difficulty in filling positions, why should they not look within their own walls for a remedy and not put the blame entirely on the library schools or the individual who is seeking agreeable work.

Very often there are latent talents in catalogers which never are aroused because opportunity is lacking to try any other branch of work. Certainly the work, while it may be dry, is continually educating the doer. If libraries would find it possible to so arrange the staff as to make an interchange of work between departments, there would undoubtedly be an improvement in both branches. Mr. Bishop says, "I should rather take a person who has been trained in cataloging by actual practice in a good library for an executive position, than one who has not had such training."

Most libraries, even those of medium size, report that the work is so organized that catalogers are relieved of minor details. This point is one which should have a direct bearing on the teaching of cataloging. If typists are doing the mechanical work, the cataloger does not need so much drill in small things. She must, however, have the ability to direct others.

Library administrators, influenced by their trustees, are quite prone to consider the expense of cataloging without taking into consideration the dependence of all other branches of library work on the catalog and they fail to realize the fact that catalogers are creating an instrument which is to last as long as the library lasts, which shows the results of the analytical tests of books and without which the reference assistants could not fulfill their part of the service which they are supposed to give. This leads to the next and last point.

4. Attitude of the profession towards the subject.

The most malicious criticism of cataloging comes from those who have never done it and who know nothing about it. They

have created a *state of mind* towards the subject which is pitiful, and it is probable that some few personalities have aroused this hate for detail which has quickly spread and become quite general. This is something which must be lived down. Catalogers themselves are to be blamed in a large measure for this condition. They have talked too much about their methods. It has been demonstrated that our co-workers want our results but they do not want a whole spool of red tape unwound every time we put a thing over. Our methods should not be discussed in public meetings; nobody wants to know how many libraries enter Mr. Baring-Gould under Gould and how many under Baring. We gain little by such discussion, and we lose a great deal. We furnish a topic for the facile pen of a certain pseudo-journalist who has made catalogers and catalogs a peculiar object of his attack, and we create an impression of our real work which is entirely false. So much attention has been focused upon minor, though important, qualifications of the cataloger that few have discovered the real significance and reward of this work. Like Christianity, it is largely accepted in the abstract. When it comes to believing in it hard enough to put it into practice—that is a different matter.

As our summary we offer the following suggestions:

1. That a pamphlet be prepared which shall show what cataloging really is. Its administrative bearing in the library scheme, its relation to research and its interest as a profession. This pamphlet should omit in as far as possible the mechanical methods of constructing a catalog.
2. That library schools give this pamphlet to prospective students.
3. That library schools consider a change in their curricula with the idea of segregating technique from the course in cataloging, and so add interest to the subject.
4. That library schools offer two courses in cataloging, one of which shall fit students for cataloging in the small libraries, the other to fit students for positions in the

large library, and that the recommendations from these schools definitely state the student's ability.

5. That librarians study the organization of the library with a view to offering greater opportunities for the cataloger to develop and use the information she has to give. Assistants can derive neither pleasure nor profit from their work without inspiration from the head of the institution.

6. That the members of the library profession inform themselves about the subject of cataloging, that they may estimate it from its results rather than from its methods.

MARGARET MANN, Chairman.

JOHN ADAMS LOWE.

EMMA V. BALDWIN.

#### LIBRARY WORKERS' ASSOCIATION

##### To the Council:

The Committee appointed from the Council to consider with the Library Workers' Association the question of affiliating said Association with the American Library Association begs to submit the following report:

Section 16 of the Constitution of the American Library Association states that the Council may, by two-thirds vote, affiliate with the American Library Association, upon suitable conditions, other organizations kindred in purpose.

Your Committee has therefore given first consideration to the purpose of the Library Workers' Association and careful inquiry as to how such purpose has been maintained.

Article 2 of the Constitution adopted September 23, 1920, declares "Its purpose is to promote the interests of library workers, especially those who have not enjoyed the benefits of library school training; to help them to continue their self-education by the interchange of experience and information, to secure broader fields of work and adequate remuneration and to co-operate with other library organizations in stimulating in them a professional consciousness, which will improve the standard of library service."

December 7, 1920, the Executive Secretary of the Library Workers' Association, in a letter to the chairman of your Committee, states:

"About our work: Hitherto our time has been so limited we have, in the main, done only what has come to us, principally through our registration work. This is, however, only one feature of our work. We are now able to put more time into 'promoting the welfare of all library workers' by collecting the 'vocational information,' that is, data about opportunities for training, methods of promotion, salary schedules, general working conditions, comparative returns on library work and other fields, etc. We are also trying to bring people into this organization who have not been members of other library associations, thus 'stimulating their professional consciousness.' Fifty-eight per cent of our members do not yet belong to the A. L. A., though we have brought others to that association and hope to bring many more."

"We limit our work to the employment problems. The library schools and the A. L. A., of course, work on these problems, too, but there is more than enough work for all. We are approaching these problems from a different angle without a leaning in any one direction and bringing them to the attention of numbers of people who have not, until recently, found opportunities to help in their solution. We have limited funds and we hope to spend little money, but use instead the interest we have awakened."

Your Committee believes that an organization applying for affiliation with the American Library Association should be able to *demonstrate* fully its reason for maintaining existence—a paragraph in its Constitution is not sufficient.

Therefore your Committee recommends that the A. L. A. co-operate freely with the Library Workers' Association.

Your Committee further recommends more time be given the Library Workers' Association to make effective its purpose as outlined in article 2 of its Constitution, thereby *proving* its purpose to be kindred to the purposes of the American Library Association, and that in the meantime affiliation be withheld.

Respectfully submitted,  
EDITH TOBITT, Chairman.

**MANUAL OF LIBRARY ECONOMY**

This committee reports to the Publishing Board.

**MEMBERSHIP**

The Membership Committee was appointed about the middle of December, and did not get to work until in January.

Unfortunately, the chairman has been ill much of the time, and therefore an organized plan of approaching prospective members has not been adopted. Each member of the Committee has worked in her own locality in the way she could best accomplish results. The total number of new members acquired to June 13 amounts to 850, an increase of 19 per cent.

Several large libraries, many small libraries and some of the library schools have 100 per cent A. L. A. membership.

The administration at headquarters must be given much of the credit for the increase; the circulars issued by the Secretary, and various Bulletin notices have helped to make the campaign nation-wide.

The results cannot yet be tabulated fairly, for much work has been started in state associations and in local clubs that will bear fruit later. Replies from each member of the Committee give assurance that nearly every group of librarians has been reached and urged to support the A. L. A. and that the ball has been set rolling in many new localities.

Several questions have come up during the course of the campaign.

(1) Is it possible for the A. L. A. to institute more sectional meetings? It is too expensive for librarians of small libraries to attend the large annual meeting, and they cannot realize what personal benefits accrue to them.

(2) Is it possible to make some co-operative arrangements with state or local organizations as to dues? Members frequently belong to their local clubs, to their state association, to the Special Libraries Association, and to the A. L. A. Could dues be combined in any way?

(3) One member of the Committee asks: Is there any way in which we can make each member a more vital part of the Association?

(4) Another member suggests that dues ought to be lowered, and as one of the

large expenses of the A. L. A. is the cost of printing the Proceedings, that members should not be entitled to copies, and the dues thereby decreased. Each member who wishes, might purchase the Proceedings at cost. Where there are many members of one library each receiving a copy, there is manifest waste. The same member suggests that Proceedings be printed in sections, so that members could buy the parts of interest to their particular work.

The Membership Committee submits these questions for consideration, feeling that the A. L. A. must soon do one of two things—reduce the dues and work for a very large membership, with sectional meetings, or increase the dues sufficiently to support the national organization, expecting a smaller membership, and leaving the state associations to garner into membership the librarians who cannot afford to belong to the national organization. This latter policy will have to involve a closer affiliation of national and state associations.

Respectfully submitted,

GRATIA COUNTRYMAN,  
Chairman.

**NATIONAL CERTIFICATION AND TRAINING**

A plan for a national certification system presented to the Association in very general outline at the Asbury Park Conference in 1919 was informally approved at that time and referred to the Council. Subsequently it was considered by the committee in charge and embodied in the Enlarged Program. Although it later became necessary to abandon the major part of that Program, the certification proposal has survived as the one feature aiming at the advancement of the library profession which must not be abandoned, but carried forward at all hazards. In spite of the general approval it has won and some impatience to see it put into effect, your Committee considers it advisable in a matter of such far-reaching importance to proceed deliberately. Last year the plan was carefully considered by a special committee appointed by the Executive Board. The report of this committee recommend-

ing the establishment of a National Board of Certification for Librarians was adopted at the Colorado Springs Conference and forms the basis of the study which has been given to the subject by the present Committee.

#### Fundamental Principles Involved

The proposed national certification plan is based fundamentally on the principle that it is not only the right but the duty of the American Library Association to formulate standards of fitness for professional library work; and this principle carries with it as an inevitable corollary the right and duty of the Association to cause to be created, and even to contribute to the financial support of, some properly constituted body for accrediting training institutions which maintain the standards of instruction deemed necessary for efficient and progressive library service.

The principle of accrediting educational institutions, through voluntary organizations, both academic and professional, is well established. Tremendous advances in medical education, for example, have resulted from the application of this principle. By its action a year ago, the American Library Association put itself definitely on record in favor of national certification and the use of the accrediting device to secure professional progress and progressive efficiency in library service. It is a notable step the Association has already taken, but we still have before us the more difficult practical task of financing and organizing the Certification Board. Until that body is actually at work, little can be done to remedy the conditions which have so long made library work the most underesteemed and underpaid of all public services.

#### A Warning

A word of warning may be in order here. Efforts will no doubt be made to discredit the idea of a national certification system and accredited training agencies, backed by the American Library Association. Honest differences of opinion will naturally arise in working out the details, but no

discussion of matters of detail can be allowed to obscure the object we have at heart or place permanent obstruction in the path of progress. We must be on our guard to distinguish between attacks born of selfish and unworthy motives and the sincere questionings of those whose judgment may differ from our own.

#### Voluntary Versus Compulsory Methods

The situation in the library profession demands that emphasis be laid at this time on voluntary rather than compulsory methods. The need for compulsory standards of fitness cannot be as readily demonstrated to the layman as in such professions as medicine or law, where danger to life and health or loss of property are the direct and manifest result of incompetence. Other professions under similar circumstances have found it expedient to use voluntary methods. It is to be hoped that legislation will eventually embody any workable system of standards evolved, but legislation which precedes the creation of such standards is likely to result in more evil than good.

The voluntary system proposed can be applied at once to the entire staff and not merely to the head librarians, as contemplated in pending legislation. It can also be adopted by individual libraries in states which, as a whole, will long be backward in library development. Communities too small to work out systems of service for themselves will find it easy to adopt the national standards. In some cases state-wide legislation applicable to all cities is impossible because of an extreme form of home rule charters.

Perhaps the principal advantage of the national voluntary system lies in its second feature—co-ordination and accrediting of training agencies. Following the modern system of certification for teachers, it may be assumed that it will be found desirable to certify without examination the graduates of approved training schools. In teacher training the state is traditionally a self-sufficient unit, and can properly be so because of the large number of teachers required. The number of professional

library workers, on the other hand, is so much smaller that many states cannot be expected to support adequately their own professional library school. They will necessarily recruit workers, particularly for specialized types of work, from schools located in other states, but how futile it would be for each of the forty-eight states to make its own examination and accredited list of the twelve or fifteen, or more, library schools in all parts of the country, and how confusing to schools to be subject to the separate and inexpert scrutiny of forty-eight states, to find themselves accredited perhaps by some states and not by others. The only sensible thing is evidently to provide one central accrediting agency.

The feeling is widespread that for some time to come many people must be kept in library work who have not gone through a long period of training and apprenticeship. If this view is well founded, it points to the wisdom of starting with a voluntary rather than a compulsory system. When the state of Wisconsin recently passed a law requiring high schools to employ librarians with a certain minimum of technical training, it was found that comparatively few persons could qualify. Something of the same sort would undoubtedly occur today in nearly every state if standards that mean anything were to be made applicable at once to any except the head librarians in the larger cities. After the voluntary system has been in operation a few years, its standards can gradually be made compulsory as local conditions permit. The time may come when national standards will be enforced everywhere by local and state authorities under the sanction of law. This may mean either enlarged or diminished functions for the National Certification Board; just which is a matter that need not concern us now. It is possible, however, when the time comes that every state shall have its own library certification board, as every state now has its accountancy board, that the National Board for the Certification of Librarians may be called upon, as the American Insti-

tute of Accountants is now, to prepare questions for the state examiners and to grade the examination papers, under a co-operative arrangement with the state boards, thus securing uniformity among the states and expert service for the state authorities.

It may be argued that it is not the duty of library workers to concern themselves especially with standards of library service; that it is the public which is affected by poor and inadequate service and that it is to the public, therefore, that we should look for the initiative. This attitude, though not uncommon, shows a complete lack of acquaintance with the experience of other professions in establishing standards. As a rule, the need of a minimum standard of qualifications for the practice of any profession has been recognized clearly by the leading members of that profession long before the general public has reached the point of demanding it. It is to be expected that capable and conscientious workers will themselves see the result of an incompetent and inadequately equipped personnel before it becomes evident to the layman. In medicine, law, teaching, accounting, engineering, dentistry, pharmacy, and so on, the initiative in fixing and advancing salaries has been taken by the far-seeing and public-spirited members. Standards may be secured and maintained by law in some professions almost from the beginning, while in others it is necessary for a long period to rely on the voluntary action of the professional group. In medicine, law, dentistry, and in general in those professions in which the danger to the public from inadequately trained and incompetent practitioners is easily demonstrated, certain minimum standards are usually embodied in state law without difficulty. On the other hand, professions in which the danger to life, health, or property resulting from incompetence, either relative or absolute, does not make a popular appeal, proper standards may have to be secured and maintained for a long period by the voluntary action of professional organizations. A good illustra-

tion of this is found in the case of architecture. Voluntary action has been almost the sole reliance up to the present time. A few states are now passing architects' licensing laws, but for a long time to come the only standards in many states will be those maintained by the profession itself.

#### **Responsibility Rests on Certification Board**

The proposed National Board will be responsible for working out the details of the certification and accrediting system. It must be made up of the ablest and most experienced members of the profession, whose minds will be open to all helpful suggestions and who will go about their important work with the single purpose of doing the constructive and helpful thing. The Board will not pass back to the Association the responsibility for making decisions in matters of detail. We must expect to delegate to it the task of devising and administering a certification system. We shall judge it by its fruit. We must give it time, and then if it fails to accomplish satisfactory results, our remedy is, first, constructive criticism and, finally, change of personnel brought about by the methods provided in advance.

#### **Advisory Committee Suggested**

Qualifications for professional library work are essentially the same in every part of the country. Some communities in each state maintain a higher standard than others, but no geographical divisions, whether bounded by state lines or measured in larger units, are marked off as distinctly different from the rest of the country. This is particularly fortunate in many ways, and in particular because it simplifies the task of the National Certification Board. While it is entirely practicable, therefore, to set up standards for the entire country, it may well be found advisable for the Certification Board to organize advisory committees in various sections of the country to assist in the application of those standards. In the opinion of the present Committee, one of the earliest tasks of the Certification Board should be the formulation of a plan for advisory committees so constituted as to

be representative of the best professional ideals and practice of the states. Upon such advisory committees the Board should rely for much of the information on which to base its judgments in all cases requiring first-hand knowledge of conditions. In backward parts of the country satisfactory advisory committees might represent a group of two or more states in the beginning. The utility of a system of properly constituted local advisory committees is apparent. They would keep the National Board closely in touch with local conditions in all parts of the country, would serve to bring the work of the Board to the attention of state and local associations, and would be of the greatest assistance in securing the adoption of national standards by state and local authorities.

#### **Plan of Certification Tentatively Suggested**

Little further progress can be made until funds are available to carry on the activities of the Board. The necessary detailed work involved in the preliminary investigations and determinations is far too onerous and momentous to be put upon any body of busy and overworked librarians. The conduct of its business after policies and procedures have been established will require close and constant attention. It is impossible to launch the scheme without funds. The principal items of expense will be the salaries of an executive and the necessary clerical staff, money to pay the necessary traveling expenses of members of the unpaid board, and general office expenses. Until an annual income of at least \$10,000 is in sight, it would, in the opinion of your Committee, be unwise to proceed with the organization of the National Board of Certification for Librarians.

In the meantime, it may be profitable to examine the project from as many angles as possible. This committee would not presume to prepare a detailed plan for the use of the future Certification Board. There can be no objection, however, to suggesting the outlines of a tentative plan merely for the purpose of giving a clearer understanding of the implications and possibilities of the principles already adopted.

Though the Board, when organized, may not see fit to be guided by suggestions offered here, they may contribute to the clarity of our thinking, and even help in finding financial support.

It is in this spirit that your Committee wishes to submit for discussion a tentative scheme of certification illustrative of what the Board may eventually adopt. The plan here proposed embraces four classes of certificates, the three upper classes being of professional and the fourth of sub-professional or clerical grade. In the following discussion the professional classes will be considered first.

#### Outline of Tentative Scheme

##### CLASS I

*Education:* Same as for Classes II and III.

*Experience:* Notably successful experience of at least ten years in library administration or in professional library work requiring special technical skill and involving considerable responsibility.

*Types of positions to Be Filled by Holders of Class I Certificates:* Chief librarian, and occasionally assistant librarians, of large libraries—municipal, state, university, college, endowed libraries, etc.; head of department in large libraries, where position requires special technical qualifications, or broad knowledge of library work, with supervisory or administrative responsibilities; directors of library schools and the successful professors and instructors in library schools; officials of state library commissions.

##### CLASS II

###### GRADE A

*Education:* (1) Graduation from approved college, with reading knowledge of at least one modern language other than English; and (2) not less than one year's successful study in an approved library school, with recommendation of school faculty.

*Experience:* Not less than five years' successful experience after taking library school course, except that one year of approved specialized or advanced study may be substituted for two years of the experience required for Class II certificate.

###### GRADE B

*Education:* (1) Not less than one year of successful study in approved college,

or the equivalent, including reading knowledge of at least one modern language other than English; (2) one year's study in approved library school, with recommendation of school faculty; or passing of examination in library economy, and such other tests as may be prescribed by Certification Board.

*Experience:* Ten years' successful experience, less one year for each full year of study (beyond the first year) in an approved college, and for one year of study in an approved library school.

*Types of Positions:* Head of public libraries in smaller cities, smaller state libraries, less important college and university libraries; assistant librarians in such libraries; heads of departments in libraries of all sizes; branch librarians; reference librarians; librarians of important school libraries; heads of important special libraries; teachers in library schools.

##### CLASS III

###### GRADE A

*Education:* (1) Graduation from approved college, with reading knowledge of at least one modern language other than English; and (2) not less than one year's successful study in approved library school, with recommendation of school.

*Experience:* None required.

###### GRADE B

*Education:* (1) Not less than one year of successful study in approved college, or equivalent, including reading knowledge of at least one modern language; and (2) one year's successful study in approved library school and recommendation of school faculty; or, passing of examination in library economy and such other tests as may be prescribed by Certification Board.

*Experience:* None required.

*Types of Positions:* Professional assistants in all departments; heads of small libraries; heads of minor departments; branch librarians of smaller branches.

##### CLASS IV

###### GRADE A

*Education:* Four-year course in approved high school; instruction in approved training class or other approved training agency, as may be required by the Certification Board.

*Experience:* None.

**GRADE B**

*Education:* Four-year high school course, or equivalent to be determined by the Certification Board; and passing of examination in library technique and such other tests as may be prescribed by the Certification Board.

*Experience:* At least one year of approved library work.

**General Explanation of Plan**

The distinction between the three classes of professional certificates is based primarily on successful experience, professional achievement and demonstrated fitness for some branch of professional library work. A full college course or its equivalent is the presumed minimum of general education desirable for these three classes, after a reasonable period has elapsed in which to adjust library schools and library service to the higher standards now clearly demanded in our library work of professional grade. For the present the system proposed offers opportunity for entrance to professional classes to those who have less than a full college course, as well as for exceptional persons who have had no formal education at all but who are able to demonstrate capacity for achieving success in professional library work. At every point, however, an effort is made to offer some slight premium in favor of college and university education. One of the underlying purposes of the scheme here suggested is to employ the certification system for the purpose of raising the standard of general education in library work without doing injustice to those now in service or in training.

Within Class II and Class III two subdivisions or grades are provided. In Class III these two grades, A and B, are designed to differentiate between those who enter with full approved preparation and those whose general and technical preparation is sub-standard though still acceptable if followed by successful professional service. In Class II, also, the two grades are designed to recognize the difference between standard preparation and something less, and by so doing to stimulate,

even though slightly, an effort to secure a standard type of training.

Advancement from Class III to Class II and from Class II to Class I should probably not be automatic. Mere length of service should not qualify for the higher certificate. The Board should require some definite test of success. In some way it would have to make sure that length of service alone would not result in advancement from class to class. College graduates with approved general library school training would enter Class III automatically on the recommendation of the library school. Library school graduates offering less than a full college course would also enter Class III but would not be eligible to advancement to Class II in as short a time as those who enter with a college degree. Into Class III, Grade B, persons with no college study and no library school training could enter if they satisfy the Board that they possess the equivalent of one year's college study and prove by passing examinations set by the Board that they have the practical equivalent of a one year's course in an approved professional library school.

The way is thus intentionally left open for any capable and ambitious person to enter the national certification system and advance to the highest class side by side with the college graduate who has also a library school training. It would normally take the untrained person a little longer to reach the top, and the standards of the Board should insure that the person who enters by the examination method is quite the equal in professional outlook and equipment to those who enter in the normal way through college and library school. With some such system in effect, every available method of training in service would be in demand. The Board would probably be called upon to prepare syllabi in the subjects in which examinations would be held. Lack of opportunity to attend a library school would not completely bar from professional certificate any person adapted to library work, possessed of fair ability and determined to succeed.

It will be the task of the National Certification Board to formulate rules and regulations defining the terms used and making the tests as simple and objective as possible without destroying the value of the graded system of certificates or doing substantial injustice to any class of library workers. No system can be made entirely automatic. Something will always have to be left to the judgment of the Certification Board and its advisory committees.

#### **Special Certificates**

In addition to these three classes of general professional certificates, a group of special certificates should be provided for. In the beginning these should probably be at least equal in rank to Class II certificates and call for special qualifications in addition to those required for general professional certificate of Class II. Comparatively few of these may be needed, but with increasing specialization in library service, the list of special certificates will have to be extended. Among the special certificates which will probably be found desirable from the beginning, the Board may issue one which will stand for special skill in cataloging. Such a certificate should carry with it a guaranty of thorough general and technical training, with special training in cataloging and a period of successful work long enough to demonstrate ability to give satisfactory service in positions of responsibility requiring exceptional skill. Other special certificates should stand for similar special ability and success. Certificates for high school work, children's work, and business library work are types that readily suggest themselves as among the first to be used. It should not be inferred that these special certificates would be considered a prerequisite for special work in a special field. Even the head cataloger in a large library might have only a Class II general certificate, while the rest of the cataloging staff might be found in general Classes II, III, or IV. Nevertheless, the worker who is ambitious to reach the front ranks of his special branch of work will naturally strive to

earn the special certificate as soon as possible.

#### **Certificate for Unlimited Term Recommended**

It will be observed that differentiation between certificates of higher and lower rank is not based on the length of time for which they are valid. That is the method employed in practically all of the state systems thus far proposed and seems to have been taken over bodily from teacher certification. Without raising the question as to whether this is the best method to be adopted for compulsory state certification for librarians, the Committee wishes to point out the advantages for a voluntary certification system of establishing classes each of which is, in effect, a life certificate except for such provision as may well be made for revocation for cause. Let us assume that the National Certification Board were to follow the limited term plan and grant, let us say, three-year and five-year certificates. At the end of the period the holder may not apply for renewal. Technically, he has automatically dropped out and no longer holds the national certificate. The Board must, therefore, renew his certificate without his request or follow him up and urge him to apply for renewal or qualify for a certificate of higher rank. Either of these alternatives would be contrary to the spirit of the proposed system and, which is more important, would require a large amount of routine and clerical work in keeping up the records of the Board. If the system has to be supported to any large extent by fees, perhaps the limited term plan with small renewal fees would recommend itself for revenue purposes, but it may be questioned whether the income from this source would do much more than meet the additional expense involved. It would seem to the committee much better to make the initial fee to each class somewhat larger and avoid the difficulty of periodical renewals.

#### **Sub-professional Certificate**

In addition to the three general profes-

sional classes and the various special certificates of professional rank, a Class IV, or sub-professional, certificate is provided in this suggested scheme. This Class IV is not to be considered as an entrance door to the professional classes. A few of the best clerical workers in this group will undoubtedly qualify for the professional classes, but there should be no presumption of a normal line of promotion from Class IV to Class III. Workers to be certified in Class IV are indispensable in any well organized library, but the general education and technical training required are very different from the requirements of the professional classes. As this assertion may seem to run counter to current theory and practice, some further explanation of the various reasons for such a Class IV certificate may be offered here.

Library service of nearly every type involves a large amount of purely clerical or routine work which can be distinguished with no great difficulty from professional service. This clerical work is unlike most of the so-called clerical work in other kinds of public service or private business. Nevertheless, it has all the characteristics of clerical occupations. Moreover, it requires both intelligence and training, just as the clerical work in a business organization requires the training of the book-keeper, stenographer, and general office worker. It does not require either a college education or a professional library school training. The general confusion of the professional and clerical grades of service is one of the conspicuous defects of library organization at the present time, and this confusion tends to be carried over into the work of training agencies.

The Class IV certificate is provided, therefore, to give conspicuous recognition to the distinction between the professional and clerical types of library work, and to make it clear that both types are essential, that both require special, though not the same, qualifications, education, and training. A few examples from other vocations will help to make the distinction clearer. Hospitals require both doctors

and nurses. It would be difficult to say that one is more important than the other, for both are necessary; but their education and training, while similar in some respects, are so different on the whole that they are never confused. A comparison of the mechanical engineer and the mechanic, the architect and the draftsman, the banker and the bank clerk in varying ways offer a useful analogy to the situation which actually exists, though not sufficiently well recognized, in library service. A sound certification system should recognize the difference and build upon it.

Class IV, then, will make evident to all the difference between the two types of trained library workers. No little harm is being done at the present time by the vague and uncertain meaning attached to the term "trained librarians." A person with a very limited education and a training class type of instruction is, of course, a "trained worker" though not capable of filling positions requiring professional outlook and skill. The certification system should make this difference perfectly clear. The smallest independent libraries probably cannot command the service of a professionally trained librarian, and where this is the case the trustees and community should be conscious of the fact. The larger towns and cities whose librarians fall in Class IV or below will recognize at once that their library service is below standard.

The plan of giving the trained clerical worker a recognized place in the certification scheme should have the effect of making that the minimum qualification which will satisfy even the smallest library, without also making it the final goal. Any community with the least local pride and interest in its library will want a librarian who is able to qualify for the lowest certificate recognized by the National Board, while healthy rivalry between communities will lead each to desire a librarian of professional grade. Communities should not be too severely condemned for their contentment with inferior library service. The ordinary layman member of a board

of trustees, having little or no knowledge of any library except his own, cannot be expected to pass on the technical qualifications of the librarian.

The Class IV certificate will also serve a useful purpose in enabling the Board to standardize training classes, summer schools, and other agencies engaged in training for the sub-professional services. The product of approved training classes, and other agencies of the same grade would be granted a Class IV certificate without examination in the same way that it is proposed to give Class III certificates to graduates of approved professional library schools.

#### **Application to Librarians Now in Service**

The suggestions sketched above look upon the national certification system as a going concern,—a condition that probably cannot be reached inside of two or three years. After the general plan has been worked out and adopted, the Board will be confronted with two problems requiring much constructive imagination and no small amount of tact and judgment. The first is the problem of classifying and certifying librarians now in service and bringing them into the system. The second is the classification and accrediting of training agencies, since entrance to the system will from the start be partly through the library schools.

It should be clearly understood that the system proposed is designed primarily to apply to those entering library service in the future, yet it is desirable from the very first to bring in at least the larger part of workers now in service. Nothing else is so certain to insure the success of the plan. As the system is purely voluntary, it will be the task of the Board to create an interest and a desire to participate in it. It is not opposition but indifference that the Board will have to contend with in the beginning.

Obviously the standards designed for future entrants cannot be applied literally to the existing body of workers. It would seem that the procedure of the Board should be somewhat as follows: A system

of certification having been formulated and adopted, it will be given wide publicity and carefully explained. Each library worker will be able at once to form a pretty accurate estimate of the place in the scheme to which he is entitled by his present work and responsibilities. He will then make application to the Board for the certificate to which he considers himself entitled, or will apply simply for certificate, leaving the matter of class entirely to the judgment of the Board. The blanks provided would ordinarily give the Board the information necessary to pass on the application; in doubtful cases it would seek the assistance of properly constituted advisory committees.

No applicant now in service would be subjected to examination other than the statement of facts submitted in making formal application for certification. Examinations come into play only in dealing with future entrants who cannot offer the required credentials from approved institutions of general and technical education and as a basis for promotion from class to class. Each worker should be accepted and certified on the basis of what he is now doing and not made to suffer any unnecessary disadvantage for lack of formal technical training. This is all that anyone can ask. The whole system when once established should go far toward wiping out the present more or less artificial distinctions between those who get their training by experience and those who arrive via the schools.

#### **Certification Will Aid in Recruiting**

It may appear that the setting up of the certification system, with higher standards for future entrants to professional positions, will have a tendency to increase still further the shortage of competent workers. A moment's reflection will show, however, that such is not likely to be the result. Libraries will have exactly the same workers they had before. Some of them may not be certificated and some may not have as high a professional certificate as may be desirable for the posi-

tion held, but no organization is any worse off than it was before. The difference is that under the certification system each library knows exactly where it stands. For a time it may have to get on with a larger proportion of workers of sub-professional rank than it should, but the system gives a definite goal towards which to work.

In the long run the fixing of standards, by fostering professional spirit and increasing efficiency, will raise salaries and attract more and better recruits which improved and enlarged training agencies will bring into the certification system and relieve the existing shortage of competent workers. There will always be a shortage of trained and competent workers in any profession which offers, as library work now does, a haven of refuge for those who cannot meet the standards required by other professions. According to the well known Gresham's law, bad money drives good money out of circulation. A similar law operates in any profession in which the untrained and incompetent are allowed to set the standard of service and compensation.

#### Board Not Concerned with Salaries

It is probable that in the course of time each class of certificate will come to stand for a definite range of salaries. A Class III certificate, for example, might stand for a salary of \$1,500 to \$2,400; a Class II for \$2,000 to \$4,000; and Class I, \$3,000 and upwards. Salaries for the different classes of certificate holders would necessarily overlap and the range for each would have to be quite extensive to allow for differences in local conditions. Standardization of salaries to correspond with standard grades of professional rank is no part of the present proposal and will not come within the scope of the duties or powers of the National Board.

#### Relation to A. L. A. Employment Service

It is evident, however, that there should grow up at once an intimate relation between the Certification Board and the A. L. A. employment service. The records

of the Board in regard to each certificated member will be far more complete than the employment service can hope to bring together for its own use. Even if it were possible financially for the employment office to duplicate the personnel records which the Certification Board will necessarily accumulate, there are other obstacles which could not be readily overcome. Though the files of the Certification Board would be considered confidential, it should be possible for the A. L. A. employment service to make proper use of them and in this way render a service to library workers and administrators which would be invaluable.

#### Composition of Certification Board

The committee believes that the composition and organization of the Certification Board merits some further thought. The committee reporting last year recommended the creation of a board of nine members, five to be elected by the Council of the American Library Association, one representing a public library with a training class, one a small public library, one a state or federal library, one a college or reference library, and one with library relations not specified. The four other members were to be elected by the Council upon nomination by each of the following organizations: the Association of American Library Schools, the League of Library Commissions, the National Education Association, and the Special Libraries Association.

After thorough consideration the present committee endorses this plan in principle, but raises the question as to whether it would not be advisable to bring in also a representative of institutions primarily engaged in the work of professional education in general. Many of the library schools are now more or less closely affiliated with universities, and the tendency is clearly in that direction. If library work and training are to be put on a par with other professions the presence of a representative of the American Association of Universities or the National Association

ciation of State Universities might prove to be of very great assistance. To make room for such a member in a board of nine, it has been suggested that the League of Library Commissions might be omitted, since the interests represented by the commissions are fully cared for by other members of the Board. The problem is to secure in the membership of the Board a proper representation of all the library and educational interests which will come within the influence of its activities. The exact form of organization is not of primary importance, however, because its constitution or articles of incorporation will naturally provide a workable method of changing its composition and machinery to conform to changing needs and conditions.

The present committee also wishes to call special attention to the importance of a suggestion made by last year's committee in regard to incorporation of the Certification Board. It is clearly essential that such a body should have a high degree of independence and not be subject to the exigencies of Association politics or endangered by such a drive as might readily be engineered by a small but active and discontented element. It must be able to maintain a consistent policy and program over a long period of years. The Board should also be in a position to deal without fear or favor with all present and future library organizations as well as with all other professional and educational organizations having any interest in standards of library service and training. A Board incorporated by Congress or one of the states, with a membership constituted in some such way as recommended by last year's committee, would be sufficiently amenable to the real opinions and desires of the library profession. The American Library Association by appointing a majority of its members will have adequate control over its activities and as an independent incorporated body, its dignity and authority would be insured.

#### Comparison with British System

The national certification system will secure for American librarianship the advantages, without the disadvantages, which the British Library Association derives from its scheme of examinations and certificates, coupled with its system of classified membership. Roughly speaking, the three classes of certificate holders in our proposed plan would correspond to the fellows, members, and student members of the British Association. The British system of association dues also gives a hint as to a method for financing the work of our National Board. Fellows pay dues of £2 2s a year, and members £1 11s a year, while student members pay only 10s 6d. It would seem to be quite fair and entirely practicable to assess holders of Class I certificates \$10 a year, Class II \$5 a year, Class III \$2 a year, and Class IV \$1. Such a scale of annual fees in addition to examination and entrance fees would go far toward meeting the expenses of the Certification Board after the first few years. Some such scale of dues would correspond approximately to salaries received and be much fairer than the low flat rate which is the only practicable method under the present conditions of A. L. A. membership. The committee makes no recommendation on this point but offers the suggestion for consideration.

#### Recommendation

In view of the fact that no practicable means of financing the activities of a Certification Board are yet in sight and it is therefore unwise and inexpedient to proceed at once with the organization of the Board, your committee recommends that the Executive Board be empowered to appoint another temporary committee whose duties shall be to give the subject continuous consideration in general and especially (1) to seek financial support, (2) to prepare articles of incorporation, and (3) to proceed immediately with the incorporation and organization of a Certification Board whenever funds are available.

able to carry on its work with a reasonable assurance of permanency.

Respectfully submitted,

C. C. WILLIAMSON, Chairman.  
JAMES F. HOSIC,  
DORSEY W. HYDE, JR.\*  
CORNELIA MARVIN,  
EVERETT R. PERRY,  
JOSEPHINE ADAMS RATHBONE,  
JULIA A. ROBINSON,  
AZARIAH S. ROOT.

#### PREPARATION OF A BIBLIOGRAPHY OF HUMANISTIC LITERATURE

The Committee has had no meetings during the year as the project for an international bibliography of humanistic studies has remained quiescent. The Association of University Professors which has initiated the plan through one of its committees informs us that steps are about to be taken to renew the effort to secure financial support.

Prof. F. J. Teggart of the University of California, Chairman of the Committee just referred to, and chiefly responsible for the plan, has come to New York for a stay of several months in the interest of this international bibliography. It is recommended, therefore, that the Committee be continued with a view to rendering any possible assistance.

For the Committee,  
W. M. W. BISHOP,  
Chairman.

#### PUBLIC DOCUMENTS

The report of this Committee will be presented at the Public Documents Round Table.

#### PUBLICITY

No report.

#### RECIPROCAL RELATIONS WITH OTHER NATIONAL ORGANIZATIONS

When the newly appointed committee on Reciprocal Relations with Other Organizations got ready to work, they faced

a larger problem than they had sensed when they accepted the appointment and they found it necessary to select a few lines of endeavor.

The first duty of this committee, it was decided, was to enlarge the program of library service and to carry to the general or the special public a clearer knowledge of the assistance which library service might be to organizations striving to attain certain ends or to produce certain results.

A little investigation showed that the library as one of the important agencies of a city asking for a national meeting was new to many convention bureaus and that few officers of producing organizations realized the value of material to be found in print that would enlarge their opportunity and vision of their usefulness. A little investigation showed the field to be of ever widening limits and left the committee finally with a feeling that all that could be accomplished this year was to try out the value of such a committee and to leave for another time more definite accomplishment.

It was decided to make connections with several national organizations whose work already was coincident with that of the American Library Association. To this end, delegates were sent to a number of national conventions.

The A. L. A. was represented by its secretary and by an A. L. A. delegate at a conference called by the National Information Bureau in Washington to consider the co-ordination of national social work. The A. L. A. delegate, Mr. H. H. B. Meyer of Washington, reported that it seemed fitting that the A. L. A. should be identified with the community organization group since the interests of the rural social work group seemed identical with that of the National Council of Agencies Engaged in Rural Social Work and such recommendation has been presented to A. L. A. Headquarters.

An A. L. A. delegate, Mr. H. H. B. Meyer, was sent to the meeting of the National Council of Agencies Engaged in

\*Mr. Hyde wishes to make it clear that he signs the report in his personal capacity only, being without authority to commit the membership of the Special Libraries Association to any plan until it has been properly referred to an annual convention or referendum vote.

Rural Social Work which met in Washington, March 29, since it seemed obvious from the rapidly growing number of libraries in some rural communities and the general spread of the county library movement that the interest of the A. L. A. centered in the purposes of the conference.

Mr. Meyer reported that there are three groups in this council—those of promotion, investigation and activities. The desire of the A. L. A. to be identified with the activity agencies was indicated and the relation was confirmed by A. L. A. Headquarters. In the future, the A. L. A. will appear in the list of activity agencies engaged in rural social work without age limitations.

Those engaged in library service in rural communities are urged to form local connections with the accredited agencies engaged in rural work, both as a matter of economy of time and means and as a source of mutual helpfulness, as rapidly and as effectively as possible. Information desired will be gladly furnished from A. L. A. Headquarters.

The American Library Association was represented at the meeting of the American Academy of Political and Social Sciences, May 13-14, at Philadelphia, by a delegate, Asa Don Dickinson, librarian of the University of Pennsylvania. Mr. Dickinson reports most interestingly upon the set of charts which outline the organization, scope and accomplishments of the League of Nations and which attracted a great deal of attention. He gives the message that any library that will write to Mr. D. D. Garland of the Welfare Department of the N. C. R. Company, Dayton, Ohio, will receive on request a miniature set of these charts for use in the library. Our delegate reports common ground of great interest for the A. L. A. and the American Academy of Political and Social Sciences.

Dr. Eric M. North, corresponding secretary of the Board of Foreign Missions of the Methodist Episcopal Church, New York City, has asked the committee to bring before the association the need of this or-

ganization for books for the field libraries in foreign missions. He is of the opinion that librarians in their various localities may know of libraries of deceased clergymen, particularly, and if so, they are asked to send a list of the books to be sent to the Board of Foreign Missions, 150 Fifth Avenue, New York City, to check up such books as would be desirable for the work of this board. He suggests that the lists give authors, titles and date of publication.

A close co-operation has been maintained with the National Education Association through the common interest in the Towner-Sterling Bill and the increasing number of school librarians.

The president of the National Council of Social Service asked for a representative of the A. L. A. to speak at the National meeting, in session at the present time at Milwaukee, and Miss Delia Ovitz, librarian of the State Normal School at Milwaukee, has been assigned to that duty.

The plan adopted was to send to a selected list of national and state organizations an offer of professional service, noting the library material of interest to them at the command of the organizations. It was suggested that the librarians would be glad to furnish lists of printed material on the work of the organizations and also to receive information concerning the literature on the subjects of interest to the organizations that was not of common knowledge. It was also agreed by the committee out of their personal experience that connection might be localized in many instances to advantage.

A letter\* was sent either to the secretary of the state library commission or in instances where the convention was to be held in a large city, to the librarian of the public library of the place, suggesting that they meet the opportunity for their library to be helpful to the convention and to the citizens of their community who were bearing the responsibility of making the local arrangements for entertainment, etc. It was also suggested that lists of

\*Form letter (see appendix a.)

books and magazine material which the library was able to furnish should be brought to the attention of those concerned with the meeting, either as visitors or as local sponsors. The library was urged to bring the attention of the visitors to the fact that the library was on the job, with the idea that it would win for the library, not only the appreciation of those who used it, but by far the greater value, an awakening in the visitors of an interest in library service which they might not have have before and which carried back to their local libraries, would assist in making new friends and supporters for the library movement.

Libraries were urged to select and secure such printed material dealing with the subjects it discussed at the meeting as would serve or be of interest to the community. They were further urged to make an exhibit of library activities and the committee offered to aid in securing such an exhibit for the occasion if it desired.

These national organizations were asked to deposit with the local library of the convention city printed material and information concerning the work of the organization and to use the local library for information desired concerning local conditions, influential people in the community, community service, etc., and if they found the library of service, to inform the members of their organization of the offer of services of the local library and further to urge their local organizations to establish contact with the libraries in their home communities. A request was also made that the libraries be placed on the mailing lists of such national organizations.

It was thought that some preliminary work of this kind would produce results more generally useful than an exchange of speakers, particularly in the present financial depression. However, a number of national organizations having representatives in Boston were asked to send delegates to this meeting and the association will have the pleasure of hearing several such during the meetings.

The reports from the officers of the organizations, were always courteous and sometimes full of interest. The letters from the librarians in too many instances showed a misunderstanding of what was attempted, but a valuable beginning was made.

One report was so satisfactory that we venture to give it here:

"I am glad to report to you that the library is co-operating with the local committees. Some of the sessions will be held in this building. We are planning a library exhibit in connection with the Iowa Library Commission and also shall have charge of an exhibit from the high school libraries of the N. E. A. section.

"We are constantly in touch with the Chamber of Commerce Convention Bureau and appreciate the opportunity that is given to the library to help our various subjects and to give our visitors an appreciation, or at least an idea, that a library is a civic institution."

The committee begs to make the following recommendations as follows:

That appointments to this committee be made as soon as possible after the close of the annual meeting.

That the succeeding committee follow up as far as possible the beginning in Reciprocal Relations begun this year,

That the members of the A. L. A. increase their faith in the executive machinery of their association to the extent of responding to communications addressed to them, if only to say, "I am not interested in your problem."

Especially helpful reports were received from Mr. Walter L. Brown of Buffalo, Dr. Arthur E. Bostwick of St. Louis, Miss Lucy M. Lewis of the Oregon State Agricultural College, Mr. Bernard C. Steiner of Enoch Pratt Free Library of Baltimore, Mr. W. D. Johnston of St. Paul and William F. Yust of Rochester.

Respectfully submitted,

MARY EILEEN AHERN, Chairman.

JOHN H. LEETE,

MARILLA W. FREEMAN.

## APPENDIX A

## Form Letter on Reciprocal Relations

A copy of the following letter was sent to a list of libraries or to library commissions in localities where it was known that the interest of study in conventions might be served by books:

According to the World Convention Dates (April, 1921), there is to be held in your city on July 3-9, 1921, the national convention of the National Education Association.

The committee on Reciprocal relations with other national bodies of the American Library Association takes the liberty of urging you to seek an opportunity for your library to be helpful to the members of this convention and to the citizens of your town who are bearing the responsibility of making the local arrangements for entertainment, etc. Lists of books and magazine material which your library contains that would be of interest to those concerned with the meeting, either as visitors or as local sponsors, will help do this.

The result may, in a way, feature your community or in any event, it will bring the attention of the visitors to the community, to the fact that your library is "on the job." This will win for the library, not only the appreciation of those who use it, but by far the greater value—the awakening in the visitors of an interest in library service which they have not had before and which carried back to their local libraries, may go far toward making new friends and supporters for the library movement.

May I also take the liberty of urging that you watch out for all meetings in your locality and make connections as far as possible with their officers, putting the resources of your library at the service of the organizations represented, giving lists, bulletins, notices and the support of the institution to all meetings of importance in your locality.

Further, it will be an opportunity to select and secure such printed material dealing with the subjects discussed at the meetings as will serve or be of interest to some in your community.

Do you think of an exhibit of library activities you would like to have for the occasion and do you know where such an exhibit is? The committee would be glad to aid in securing it for the occasion.

If it has been possible for you to adopt or use any of the suggestions herein made,

will you kindly send an account to the chairman of this committee to be made at the A. L. A. meeting at Swampscott in June?

Very valuable help can be rendered to all the factors in this problem with a minimum of effort on the part of the libraries concerned.

Thanking you for any co-operation or help that you may give the committee and with our best wishes for the success of your work.

Very sincerely yours,  
M. E. AHERN,  
Chairman.

## RECRUITING FOR LIBRARY SERVICE

In naming the A. L. A. committees for 1920-21, the Executive Board felt the importance of appointing a Committee on Recruiting for Library Service, for the purpose of persuading desirable young men and young women to consider library work as a vocation. Accordingly, on November 24, 1920, President Tyler appointed such a committee with the following personnel:

Florence Overton, Public Library, New York City.

Grace D. Rose, Public Library, Des Moines, Iowa.

Annie A. Pollard, Public Library, Grand Rapids, Michigan.

Rena Reese, Public Library, Denver, Colorado.

Flora B. Roberts, Public Library, Kalamazoo, Michigan.

Frances E. Earhart, Public Library, Duluth, Minn.

Althea Warren, Public Library, San Diego, California.

Irving R. Bundy, Missouri Library Commission, Jefferson City, Missouri.

F. K. W. Drury, Brown University Library, Providence, Rhode Island.

E. J. Reece, New York Public Library School.

Charles H. Stone, Peabody College for Teachers, Nashville, Tennessee.

J. T. Jennings, Public Library, Seattle, Washington, Chairman.

In February as the work of the Committee grew and it was felt that greater

results would be secured if the interest and efforts of more people were enlisted, President Tyler requested each of the library schools to appoint among their alumni a committee on recruiting. The following schools have appointed committees:

Library School of the Carnegie Library of Atlanta, Library School of the Los Angeles Public Library, Chautauqua School for Librarians, Library School of the University of Wisconsin, Library School of Western Reserve University, New York State Library School, Syracuse University Library School, University of Illinois Library School, University of Washington Library School, Library School of The New York Public Library.

In the last school cooperation was assigned to the Alumni Council, which consists of a representative of each class which has been enrolled in the School, and which has machinery already set up for carrying out, through Regional Chairmen, such plans as fit in with the work of the A. L. A. Committee.

"A joint meeting of the Executive Committee and the Council of the Alumni Association was held on April 6th for the discussion of plans for increased activity in recruiting for library service, in co-operation with the A. L. A. Committee on Recruiting.

"It was the opinion of those present that our Regional Chairmen in the various parts of this country and abroad can best represent the Alumni Association in this work, and the regional chairmen are therefore asked to redouble their efforts in this direction.

"Copies of 'Books and a Vocation'—a leaflet prepared by the Association of American Library Schools and recently reprinted by the A. L. A.—have been sent out for distribution as an aid in this work. An attractive poster, the expense for which the School will meet, is about to be sent out for posting on school and college bulletin boards.

"Another suggestion is that the graduating classes in all colleges accessible to

a member of the Association be addressed by that member or by some other librarian who would set forth what librarianship as a profession has to offer."

The committee submits the following report of its work up to May 7, 1921:

It seemed to the committee that the first step taken should be the presentation of library work as a desirable vocation to under-graduates of our colleges and universities. Practically all of our efforts thus far have been with this object in view.

Mr. Henry, director of the University of Washington Library School, sent letters to the Juniors and Seniors by way of bringing to their attention the matter of library training. After calling the attention of the Juniors to the excellent opportunities in library work a statement is made regarding extension of admission to under-graduates upon presentation of stated number of credits. "The completion of forty-six credits in Library Science shall constitute a major and satisfy the requirements of the degree of Bachelor of Arts."

The Seniors were given information also as to requirements for admission and to necessary credits for the granting of the degree of Bachelor of Science in Library Science. Both letters suggested that those interested seek an interview with the Librarian. A letter addressed to college graduates in the Northwest was sent out by the Seattle Public Library, speaking of the many positions now open in specified library fields and the range of salaries given.

The advantages of library work were thus set forth:

1. An opportunity for service to the community.
2. The chance for individual development.
3. Congenial surroundings and social contact.
4. A choice of work not limited geographically.
5. Opportunity for advancement for proved ability.

6. A range of subject interest as wide as human knowledge.

In January the committee, through Headquarters office, circularized the librarians of 200 colleges and universities. As these letters have been printed in library periodicals they are omitted from this report. They contained three suggestions as to how the librarian might present to under-graduates librarianship as a calling:

Attractively written articles in student publications.

Talks by convincing speakers at student assemblies. The speaker might well be the librarian of the college or an alumnus who is a librarian.

Personal interviews with students who seem adapted to library work.

Letters were also sent to the vocational advisers in the same institutions showing the desire of the committee to secure co-operation between the librarians and the vocational advisors in our colleges and universities in presenting library work to under-graduates.

Thirty-four requests for additional material were received at Headquarters from recipients of this letter. The supply of "Books and a Vocation" was exhausted, necessitating another reprinting of 5,000 copies.

As a valuable help in carrying out this idea the A. L. A. headquarters in Chicago has been providing literature for each of these officials, some of the publications being sent free of charge and others sold at cost.

"Books and a Vocation," published by the Association of American Library Schools, can be supplied free from A. L. A. headquarters, approximately 3,000 having been distributed to date. "Training for librarianship," by M. W. Plummer and revised in 1920 by F. K. Walter may be had at cost of 15 cents.

A bibliography was prepared and printed in the library periodicals to be used in addition to the above mentioned material.

As a further aid toward publicity among college students the committee has urged

the publication by the A. L. A. of a poster or placard that can be placed in a prominent location in each college and university library. Such a placard has been printed calling attention to the desirability of considering library work as a vocation and suggesting a conversation on the subject with the college librarian. This has been distributed and a limited supply is still available at Headquarters for those requesting them.

It is unfortunate that the funds available for the work of the committee are not sufficient to make more publications entirely free for distribution by vocational advisors and from the desks of college libraries throughout the country. If this were possible we believe it would greatly facilitate the work of recruiting college students for library work. The committee does hope, however, through its members and through librarians, to see to it that every college vocational advisor and every college librarian has at hand at his desk up-to-date and readable material on library work as a profession. If this material cannot be supplied in quantity for free distribution, it can at least be provided in smaller numbers so that it may be lent to students interested.

Due partly to the efforts of our committee, but largely to the initiative of others, several talks have been made before colleges or to groups of students regarding library work. Miss Annie A. Pollard, head of the Order Department of the Grand Rapids Public Library, has given an excellent talk on recruiting for librarianship before students in several Michigan colleges. It was published in the March number of *Public Libraries* and many inquiries have been made to her as a result.

The New York Public Library has sent representatives to Vassar, Mount Holyoke, and Bryn Mawr. This work could well be carried on by the Alumni Recruiting Committees. The Harvard University Division of vocational guidance will give special attention to library work in its summer course.

A few articles have appeared in newspapers and college publications, notably Mr. Dana's article in the New York Evening Post of February 5th called "Careers for a young man," and Mr. Dickinson's interview in the February 11th issue of the Philadelphia Evening Ledger, "On the work of a great library."

It has been suggested that results might be obtained by advertising. The New York Public Library School tried this and Mr. Reece gives the following statement in regard to their experience:

"A couple of years ago we at the Library School of the New York Public Library made an inquiry with reference to the paid advertising which it had been the custom of the School to engage in general periodicals. We did this by writing to all our former students, asking them what had determined them to enter library work and to come to the Library School of the New York Public Library, and whether they had been influenced by the advertising in question. We found that this advertising had affected a very few; that there were many entirely ignorant of the fact that it had been used; that a number of newspaper and periodical stories which had been run in such publications as 'The Nation' and 'The Evening Post' at the time of the opening of the school, had attracted some; that the Library School columns in the library periodicals had influenced a certain number, but that the great majority had come to us because of personal acquaintance with Mr. Anderson, Miss Plummer, and members of the Faculty, or with persons at a distance who recommended the School because of their own acquaintance with its faculty personally, and with its facilities."

Vocational directors report that while students realize the opportunities and attractive qualities of library work, they do not consider it on account of the low salaries. There is a good deal of point to this argument. Library salaries are still too low as compared to other professions. There has recently, however, been a considerable advance in library salaries and because this is so, the committee feels that correct and up-to-date information regarding library salaries should be compiled and given as great publicity as possible in order to overcome this objec-

tion. Mr. Reece, of our committee, has made such a compilation as applied to the graduates of nine library schools. His report follows:

#### Present Library Salaries

In their work among colleges and vocational directors some of the members of the A. L. A. Committee on Recruiting for Library Service have found that considerable misapprehension is current regarding library salaries. Those who have to do with advising college students as to choice of work frequently lack information on this point and believe salaries to be lower than they actually are. To help correct this impression Mr. Jennings, Chairman of the Committee, suggested that data as to the salaries of recent graduates be secured from the library schools. The schools holding membership in the Association of American Library Schools were addressed with this in view. Nine of them responded, giving figures based on reports from 414 former students. Although no figures of this kind can be absolutely complete, it is believed that such omissions as might affect the average in either direction would roughly balance each other, and that the averages are definitely significant as to what may be expected by persons who contemplate entering library work after attending a library school.

The results of the inquiry are as follows:

Report on average of present salaries of workers with library school training, who have left library school and gone into the field in and since June, 1918.

(a) Workers who have spent one year in library school:

1. Those taking positions, 1918  
(114 reporting) ..... \$1,422
2. Those taking positions, 1919  
(87 reporting) ..... 1,381
3. Those taking positions, 1920  
(125 reporting) ..... 1,327

(b) Workers who have spent two years in library school:

1. Those taking positions, 1918  
(40 reporting) ..... \$1,742
2. Those taking positions, 1919  
(19 reporting) ..... 1,694
3. Those taking positions, 1920  
(29 reporting) ..... 1,676

ERNEST J. REECE,  
For the Committee.

We should also report that letters have been sent to a selected list of writers on vocational subjects and to vocational guidance associations. The letters to the

former assumed their interest in librarianship as a profession, stated the need for educated, trained and experienced workers and referred the writers to the local librarian, to whom a copy of the letter was sent, for further information. The Librarian in each case was interested. No summary of results is of course obtainable. The letters to associations asked that a definite place on their program be provided for the presentation of library work as a desirable vocation.

Many things remain to be done; the following seem at this time to be the most important:

No effort has been made thus far to reach high school students. Some of the members of our committee feel that this is not within the functions of the A. L. A. Committee on Recruiting; others think that such work should be done. The chairman of the committee is of the opinion that recruiting among high school students should be done either by local libraries, or by local library associations. It does not seem to him that it is within the function of the A. L. A. committee. This topic could well be discussed at the Swampscott meeting.

The committee hopes to have an exhibit of recruiting material on display at the Swampscott meeting and to arrange for similar exhibits to be sent on tour in the same manner as the A. L. A. bookbinding exhibits are now sent.

Another feature that we hope to develop but which has not been carried out as yet is the preparation of articles on library work for periodicals and magazines. The chairman of the committee is of the opinion that a sub-committee could well be appointed to take charge of this matter and that the sub-committee could secure the preparation of desirable articles that could be used as occasion offered. Both Dr. Bostwick and Mr. Dana would be very helpful in the preparation of such material.

Headquarters circularized the college papers, sending material which could be used editorially or as a news story. The effect

was satisfactory resulting sometimes in follow up "interviews" with the college librarian, and in individual requests for information by editors personally interested.

An additional suggestion is that the subject of recruiting be placed on the programs of all state and local library association meetings. Where this suggestion has already been made a gratifying response has resulted.

In one state at least the subject of recruiting was put on the program of every institute.

As a final word, several members of the committee feel strongly that while the above suggestions for recruiting should bring results, they do not cover the field. The most effective work is what librarians individually will do in presenting library opportunities before young people. The committee hopes, with the assistance of Headquarters, to make available for the librarians such printed material as may be needed to supplement the individual effort. All members of the A. L. A. committee and of the several other recruiting committees are expected to assume responsibility for interviewing librarians to see that:

- a. They are supplied with recruiting books and pamphlets.
- b. Posters are displayed in the college library.
- c. Articles on library work appear in the college publications.
- d. Library talks are given at student assemblies.

In other words to see that college students choosing their life work have every opportunity to learn of the possibilities and opportunities in library work.

J. T. JENNINGS, Chairman.

#### REVISION OF C. K. ADAMS' MANUAL OF HISTORICAL LITERATURE

The Committee appointed by the American Library Association has been in close touch with the committee of the American Historical Association. The latter committee met in December, 1919, at Cleveland, in April, 1920, at New York City, in November at Middletown, Conn., in December at Washington, D. C., in March and May, 1921, at Middletown, Conn.

The new manual is to be divided into 30 chapters with 1,300 titles about which reviews are to be given. A large number of other titles will be mentioned. The revised list of all chapters was submitted at the May meeting. About 200 reviewers are actively at work. The reviews are to be in hand for every title by December 1, 1921, and it is hoped that the book will be published by July 1, 1922.

Respectfully submitted,

A. H. SHEARER, Chairman.  
H. H. B. MEYER,  
C. W. REEDER.

#### SERVICE TO TRAVELING MEN

The Committee on Library Service for Traveling Men was appointed July 6, 1920. The purpose is "to confer with a committee of three already appointed by the National Council of Traveling Men's Association and to work out with them if possible a method which will permit traveling men to borrow books of any city library on their Traveling Men's Association Membership Card and to return the books to any other city library."

Various attempts have been made to arrange a conference between the A. L. A. Committee and the Committee of the National Council of the Traveling Men's Association without success. Neither Committee had any definite plans to submit. It is doubtful if a feasible plan can at present be devised whereby books may be borrowed from one library and returned to another. On the part of the traveling men themselves there would seem to be little demand for books, although there is some call for the latest copies of magazines.

To this Committee was referred the matter of "Ships that Pass in the Night." This was a project set on foot through the mails by one "Mr. Richard C. Gonzalez, Box 1088, Mobile, Ala." Mr. Gonzalez sent out literature to various libraries naming the library as a "Good Ship" and calling upon the "Crew" to become members of "Ships that Pass in the Night" by making a financial contribution. The literature sent by Mr. Gonzalez showed that mem-

bers of a "Crew" of one ship might become a "Boarding Party" of another ship while in a foreign port and there borrow books that should be returned at another port.

The Committee conducted an investigation. Mr. Josselyn of Birmingham, Ala., through a friend in Mobile was unable to find any definite data regarding the concern or its treasurer. The librarian at Mobile gave no information other than the fact that Mr. Gonzalez had approached the library but did not wish to follow it up with the Board of Trustees. The letters of the Committee, personal and official, sent through ordinary and registered mail, were not effective in bringing satisfactory answers. Initial letters to Mr. Dudgeon of Milwaukee and Mr. Jennings of Seattle were not followed up.

On April 14, 1921 the Committee recommended that the Secretary of the A. L. A. should bring the matter to the attention of the United States Post Office Department and submitted the literature sent out by Mr. Gonzalez together with a copy of all correspondence.

As the Committee feels that it has no practical plan to offer in the realization of the purpose for which it was appointed it respectfully asks that it be discharged.

Respectfully submitted,  
FRANKLIN F. HOPPER,  
MATTHEW S. DUDGEON,  
JOHN A. LOWE, Chairman.

June 1, 1921.

#### SPONSORSHIP FOR KNOWLEDGE

Experience has shown that while people are glad to accept sponsorships for giving information on topics with which they are familiar, it has also shown that a publicity campaign seems necessary in order to prevent the sponsorship from lying fallow. In other words, sponsorships do not advertise themselves, and it would seem that for publicity purposes, sponsorships for the present need to be dynamic rather than static. It is obvious that in so far as sponsors will have the time and the enthusiasm to prepare annotated lists of

sources of information upon their respective topics, this will hasten the day when the public as well as the libraries, public and private, will depend upon sponsorships as a matter of course.

A Greater Boston Committee formed under the title "Extension Service" has been meeting regularly at the Public Library of the City of Boston, on Tuesday afternoons beginning January 11, 1921. This committee aims to develop locally just such sponsorships as the American Library Association Committee has had in mind. As the Librarian of The Boston Public Library is Vice-Chairman of this committee, and Mr. Lee, Secretary, it seems advisable to await developments of this local undertaking which, if successful, should pave the way for sponsorships on a large scale. The Extension Service Committee will have a progress report to present informally in Swampscott, so that all who are interested in the subject may have ample opportunity to be informed.

Respectfully submitted,

CHARLES F. D. BELDEN,  
GEORGE W. LEE,  
JOHN G. MOULTON,  
GEORGE H. TRIPP,  
HILLER C. WELLMAN,  
FRANK H. WHITMORE,

#### STANDARDIZATION OF LIBRARIES

The Committee has done practically nothing. A preliminary list of literature on the subject has been compiled.

P. L. WINDSOR, Chairman.

#### TRANSFER OF LIBRARY WAR SERVICE ACTIVITIES

When the Committee began its operations about a year ago, to find some way of disposing of the activities which had grown out of the Library war service, the extent to which the work was then being carried on is indicated in the following enumeration:

1. Service to the Army outside of continental United States.
  - a. Army of occupation at Coblenz.

#### b. Army in

Canal Zone.  
Hawaiian Islands.  
Philippine Islands.  
Alaska.

2. Service to sick and disabled.
  - a. Hospital service.
  - b. Work with the blind.
3. Marine service.
  - a. Merchant marine.
  - b. Lighthouse service.
  - c. Coast guard.
4. Ex-service men.
5. Industrial war work communities.
6. The American Library in Paris.
7. Publicity.

By the first of June 1921 all of the activities in Group 1 had been taken over by the government; in Group 2, the Hospital Service is still being carried on by the A. L. A. The work with the blind has been practically transferred to the Enlarged Program. In Group 3, the service to the merchant marine has come to a standstill because there were no funds to carry it on and no existing organization interested in the American merchant marine was willing or able to take over this burden. The Lighthouse Service and Coast guard have been transferred to the government.

Work with Ex-service men excepting in the hospitals never grew to any proportions chiefly because of the difficulty of approach. It is fair to say, however, that the public libraries throughout the country are taking care of this service quite adequately.

The library service in the Industrial war work communities naturally came to an end when these passed out of existence.

The American Library in Paris is still being carried on by the American Library in Paris, Inc. On the board of directors of this organization the A. L. A. is entitled to permanent representation. This is one step to insure the maintenance of American library methods and ideals in the American Library in Paris. A further step was taken to assure the permanency of American library ideas at the Executive

Board meeting April 2, in Chicago when \$25,000 was appropriated to the endowment fund of the American Library in Paris, Inc., with the stipulation that at least one member of the library staff should be an American trained librarian. The Library has had the advantage during the greater part of last year of the services of Mr. W. N. C. Carleton as Director. Mr. Carleton has contributed very materially by his presence in tiding the Library over its most critical period. It is to be regretted that personal considerations have influenced Mr. Carleton in resigning his position, to be effective on the first of July.

The Publicity incidental to the war service naturally came to an end when it appeared that the policy of the Association was not to continue the activities which had naturally grown out of the Library war service.

The status of the Hospital Service and the merchant marine service require a few additional words of explanation. The government office which seemed best suited to carry on the Hospital Library War Service was the Public Health Service, a bureau of the Treasury Department. Both the Surgeon General Dr. Hugh S. Cumming and the Assistant Surgeon General Dr. C. H. Lavinder thoroughly appreciated the high therapeutic value of libraries in the hospitals, where the ex-service men were under treatment, and were ready to take over the service toward the end of last year, but owing to the political situation and the change of administration failed to secure the necessary authorization. Negotiations have been proceeding in the interval, necessarily somewhat slowly where it is necessary to move within many legal restrictions, but an opinion has just been secured (May 31) from the Comptroller of the Treasury, that part of the \$31,000,000 placed at the disposal of the Bureau of War Risk Insurance is available for personnel to carry on the Hospital Library Service. This same bill set aside \$100,000 for the purchase of books and magazines, and it is hoped that by

the first of July the transfer of the Hospital Library Service to the government will be practically completed. The final transfer may not actually take place until some time after that date because of the slowness with which it may be necessary to move, but the A. L. A. has sufficient funds to maintain the service until the government finally takes it over.

The library service to the merchant marine was not a service with which any department of the government could rightly concern itself, although the United States Shipping Board was approached on the subject. The service was in turn offered to various national organizations which are interested in the maintenance of our American mercantile marine, but none of them were able, chiefly on account of a lack of funds, to carry on the service. The initial steps were taken at a meeting of the shipping interest in New York City, March 9, to create a new organization to be known as the American Merchant Marine Library Association, but the very unfavorable condition of the shipping business at the present time has held the matter in abeyance.

H. H. B. MEYER, Chairman.

#### UNION LIST OF SERIALS

No report.

#### VENTILATION AND LIGHTING OF PUBLIC LIBRARY BUILDINGS

The Special Committee on Ventilation and Lighting of the A. L. A. Council has certain investigations in hand, and it is planning to have these completed and to submit a final report at the mid-winter meeting of the Council in Chicago, at which time it will recommend that the Committee be discharged.

SAMUEL H. RANCK, Chairman.  
Grand Rapids,  
May 19, 1921.

#### WORK WITH THE BLIND

During this year the Committee on Work with the Blind has not undertaken any particular piece of work. We have passed on books to be Brailled with A. L. A. funds, and we have tried to give every as-

sistance to enlarging the output of books in the accepted type for this country, Revised Braille Grade 1½. Since May 1, 1920, nineteen titles, thirty-five volumes, have been put into this type, and one title, five volumes, into Moon type, through funds made available by the A. L. A., and three more are now in press. Of the forty volumes embossed, twenty-four were fiction, six history and government, three vocational, two biography and five religious. Most of the titles were selected by the donors. Of the three titles now in press, one is biography, one travel, and one fiction. One member of our committee, Mrs. Gertrude T. Rider, is especially in charge of the work incident to the embossing of these books, such as calling for selections, placing orders, keeping accounts and forwarding reports of expenditures, etc., to A. L. A. headquarters. Miss Sawyer and Miss Goldthwaite have acted again as a sub-committee on Revised Braille Booklist and their report is appended. Miss Goldthwaite has also acted as the representative of libraries for the blind on the Uniform Type Commission, report also appended.

Great interest was added to all work for the blind by the course of lectures on the Education of the Blind, conducted by the Graduate School of Education, Harvard University, Cambridge, Mass., last winter. A similar course has just been given at the University of Pennsylvania and others are planned elsewhere for this summer.

Reports from those libraries for the blind that responded to our request for an account of the year's progress follow as the major part of our report:

#### Alabama

**Birmingham Public Library**—There has been a regular and interested attendance at the Sunday afternoon readings. We have fifty-five readers, who are distributed over this state, and several from other states, even so far distant as Texas. There are 700 books in our collection. Recently we have purchased fifty titles in Revised Braille. A few months ago the Birming-

ham Association for the Blind was reorganized and a campaign for funds decided upon. About \$2,500 has already been raised, a portion of which will be placed as an endowment fund and the remainder is to be used for a teacher to do welfare work among the blind who are needy, as well as to teach the blind to read Braille, and to locate blind children and place them in the state school.

#### California

**California State Library, Sacramento**—The Department of Books for the Blind celebrated its fifteenth anniversary in 1920. An anniversary pamphlet was issued, giving the history of the department and telling of its work now. The Women Volunteers of Oakland have continued their work of putting stories and other articles from recent magazines into Revised Braille for the library. The hand copied pages are shellacked and bound in the library. The circulation of embossed volumes has increased steadily during the year. The largest for any one month was 2,735 books sent out in March, 1921; 28,555 books were sent out in 1920. The home teachers have extended their work greatly. In addition to their regular classes in Los Angeles and San Francisco and those vicinities, they make regular trips to San Diego, Napa, Stockton and Sacramento, giving lessons to pupils there.

**San Francisco Association for the Blind**—The library of the San Francisco Association for the Blind on the third floor of Blinderraft Building is freely used by Blinderraft workers and outside readers of Braille and New York point. It is also the class room for the Association teacher of Braille and point. At present the books are being rearranged by one of the readers. An eighteen volume dictionary has been presented to the library.

#### Illinois

**Chicago Public Library**—The assistant in charge of books for the blind is making a special effort to get in close touch with each of the borrowers. Attention is given to special classes of patrons, such as law

students, dictaphone operators, etc., and they are supplied as far as possible with books helpful to their vocation. A remarkable work has been accomplished in making the blind acquainted with each other, especially in bringing about the meeting of the despondent with the courageous. Circulation statistics show an increase of 1,999 over 1919, being 12,050 for the year. There are 228 readers. The library contains 2,716 volumes. Volumes added in 1920, 415. Lists and catalogs are in ink print only. The one deposit branch of the library is at the Illinois Industrial Home for the Blind, where it serves about one hundred people. The collection contains from thirty-five to fifty volumes and is changed every quarter.

#### Indiana

Indiana State Library, Indianapolis—We are making the change to Revised Braille as rapidly as possible, and are spending more money for books for the blind than heretofore, on that account.

#### Iowa

Iowa Library Commission, Des Moines—During the last six months we loaned 173 volumes. These were most of them in New York point. However, with the introduction of Revised Braille, we shall probably in time buy books in that type.

#### Kentucky

Louisville Free Public Library—Books are loaned to any blind person in Louisville or out of the city. We have readers in Kentucky, Tennessee, Alabama and Texas. A supplementary list of additions was issued during the year. We have 654 books in the collection and the circulation was 1,127, an increase of 473. We have made an effort to teach all readers to read the Revised Braille. Alphabets were mailed to every blind reader on the library list. As a result nearly all of our readers are using the new books.

#### Massachusetts

Perkins Institution and Massachusetts School for the Blind, Watertown—Our library has adopted the embossed catalogs

for adult blind readers. In February 100 copies of the catalog of Moon type books were received. Our readers are looking forward to the catalog of American Braille books now being put in that type by our own press. We hope other libraries may be able to use copies from these plates. In February we had a most profitable meeting in our library with the Massachusetts Home Teachers of the adult blind, the first time we had all met together.

Free Public Library, Worcester—Regarding work with the blind in this library, I am sorry to say that nowadays it practically amounts to nothing. In view of our limited library appropriations, the continued high cost of books and the free mailing privilege on books for the blind, it seems to us only a duplication of effort to maintain a library of raised type.

#### Michigan

The Public Library, Detroit, George V. N. Lothrop Branch—The special feature of this year has been the personal work which we have done not only in getting people books which they wish but in following out lines of reading in regular print books. Though we do not refuse to send books to anyone outside of the city, since the library was started to take care of the especial needs of the blind of Detroit, that has been our chief effort. A great many personal calls have been made. Because a great many without sight do not read we have emphasized "Home reading." During the last year the librarian has read to 544. The volunteer readers have taken care of 190. Our "Group readings" have increased from an average attendance of 25 to 80 a month. A home teacher is employed to teach those who wish to read for themselves. Our circulation from April 1, 1920, to April 1, 1921, has been 1010 books. We have now 70 patrons.

#### Missouri

St. Louis Public Library—In the past, St. Louis blind readers have used American Braille almost entirely but during the last year the library has bought only books in Revised Braille and a good general collec-

tion in that type is now in circulation. American Braille readers are gradually learning to read Revised Braille. A list of about one hundred books in Revised Braille was printed in the December, 1920 Bulletin and reprints were mailed to all active blind borrowers in St. Louis and nearby states.

#### New York

New York State Library, Albany—Because of the excessive cost of printing and of binding, this year, 1921, has been the first year since 1899 that the New York State Library has not printed for circulation and for sale from 1 to 16 titles in the embossed types. There have been printed 190 titles in New York point and 10 in Revised Braille, making a total of 200 titles in 22 years. 1242 books have been added (April 1921) since July 1920, making the total number of volumes in the collection 5,588. The circulation for the same ten months or to April 23, 1921, has been 2,371. Books have been loaned to borrowers in sixteen states besides New York.

Brooklyn Public Library—The Blind Department of the Brooklyn Public Library, located at the Pacific Branch, is glad to supply anyone in the city with books. Applications for books in raised type may be made at any branch convenient to the borrower. A home teacher will be sent to any blind person who desires to read any of the raised types. The library has a collection of 2,014 books in all types, but is adding more, particularly books in Revised Braille. In 1920, 146 volumes were added to the library and there were circulated 100 volumes. 267 home lessons were given. Each year at the exhibition of work of the blind, the assistant in charge of the work with the blind, demonstrates her machine for typewriting and distributes to the public alphabets in raised type.

Buffalo Public Library—We have nothing new to report concerning the use of books for the blind during the past year.

Reynolds Library, Rochester—No funds have been available for two years for the purchase of books, and very few donations have been made. The blind of this city

get most of their books from the New York Public or the New York State Library, as our collection is small and they have read most of the books already. A few books are drawn, perhaps averaging three or four a month.

#### Ohio

Cleveland Public Library—The collection now numbers 1,510 volumes of which 168 volumes were added during the year. Circulation for the year was 6,637 volumes, an increase of 15.7% over the preceding year. We are serving numerous blind readers throughout northern Ohio as well as those in Cleveland. Revised Braille is steadily gaining in favor. In February, 1920, 16% of the circulation was Braille books and in February, 1921, 28%. This gain was largely at the expense of New York point, the Moon type holding very steadily at about 40%.

#### Oregon

Library Association of Portland—We have very few books for the blind in this library—102 volumes in all—and they are in Braille and New York point. We borrow to some extent and are able in this way to satisfy the very few requests which come to us from the blind. We issue a book to any blind person who asks for it, regardless of his residence. No fines are ever charged.

#### Texas

Texas State Library, Austin—The library possesses 158 titles—300 volumes—of which 148 and 290 respectively are in New York point, the other ten titles being Revised Braille. It has orders outstanding for other material in both types and in Moon type as well. The circulation from June 1920 to the close of April 1921 is 504 volumes. The service is intended to be statewide. It is the hope that in the near future the legislatures of the adjoining states may appropriate money for co-operation with Texas in building up library service for the blind in the southwest.

#### Utah

Free Public Library, Salt Lake City—The annual Christmas party was given as

usual in December and was very much enjoyed by our blind. We have taken the blind, using our room, to several concerts within the last few months. All the new books we are buying are in Revised Braille.

#### Washington

Seattle Public Library—Until late in the year of 1919, the work with the blind had not been especially emphasized but at that time it was reorganized and put in the hands of one assistant. Letters have been sent out to all blind persons in the State of Washington urging them to take advantage of the facilities of the new division. The circulation of books is growing steadily. Seattle now has a very successful day school where blind boys and girls attend classes with their sighted companions. Night school and morning classes for the adult blind are fairly well attended. Reading classes are held twice a week. Entertaining fiction, not obtainable in raised type is read. Plans are being perfected for new quarters to be devoted entirely to the blind and their books. Miss Reynolds, in charge of the work, is on a leave of absence taking up special work in the department for the blind in the New York Public Library.

#### Wisconsin

Public Library, Milwaukee—A complete list of all blind persons in Milwaukee County has been received by means of which we expect to increase the circulation of our books for the blind. About a year ago we had a number of strong canvas bags made for the purpose of sending the books through the mail. This has been a great convenience for the blind and has served to stimulate circulation. A blind patron has printed a catalog of our books in Braille type and has given it wide circulation.

Respectfully submitted,

MABEL R. GILLIS, Chairman.  
ANNIE CARSON,  
MRS. EMMA N. DELFINO,  
LUCILLE A. GOLDTHWAITE,  
N. D. C. HODGES,  
MRS. GERTRUDE T. RIDER,

LAURA M. SAWYER,  
BERNARD C. STEINER,  
S. C. SWIFT.

#### Commission on Uniform Type for the Blind

##### Report of Member Representing Libraries

Progress in the development of the body of literature in Revised Braille, Grade One-and-One-Half, is indicated by the number of titles found in the embossers list which now totals about 325 titles. This list is intended primarily to prevent any duplication of titles by the various presses and, therefore, includes all books which have been selected for embossing, as well as those available for purchasing. The book-lists of Revised Braille, Grade One-and-One-Half, show that 250 titles are completed. About 60 of these titles have been embossed in co-operation with the American Library Association. The New York State Library is continuing its valuable work of adding to the collection in Revised Braille.

The most disquieting development of the year has been the increase in the prices of embossed books, not only as announced by the National Institute for the Blind, London, but also by the American Printing House for the Blind. The cost of the average volume from the former is now approximately 16s and from the latter about \$6.00. These prices are prohibitive to the readers and to libraries alike, and unless some way is found of reducing the cost to the purchasing public, readers will be cut off to a great extent from additions to the present collection of embossed literature. Concrete examples of present prices in America are found in the announcement of "Little Women," by Louisa May Alcott, in six volumes, \$37.50; "An Old-Fashioned Girl," by same author, in three volumes, \$20.20.

If books could be embossed in this country at reasonable rates, we would then perhaps be in a position to secure material reduction on the price of books from the National Institute for the Blind, London.

At the recent meeting of the Commission

on Uniform Type, it was agreed that this commission "respectfully requests that the trustees of the American Printing House for the Blind authorize the issuance of a quarterly supplement to the present Order List." The chairman of the commission was instructed to appoint a sub-committee, whose duty, among other things, shall be "to issue semi-annual printed lists, supplemented by bi-monthly bulletins, for preventing the duplication of texts in Revised Braille, Grade One-and-One-Half," and "to issue, coincident with the above, a semi-annual order list, supplemented by bi-monthly bulletins, of all books in Revised Braille, Grade One-and-One-Half, available for purchase, by whatever press embossed."

LUCILLE A. GOLDSWAITE,  
Member of Commission on Uniform Type.  
**Report of the Sub-Committee on Booklist  
of Revised Braille**

The sub-committee is continuing its work of publishing the Booklist of Revised Braille, Grade One-and-One-Half, through the co-operation of the American Library Association. The third number of the Booklist, under date of November, 1920, was distributed and number four, April, 1921, is now in press. There are in all about 250 titles announced for purchase. This is without reference to any titles now in preparation.

While these Booklists are undoubtedly needed at present owing to the lack of information from the printing presses in regard to their new publications, your sub-committee feels that eventually there may arise some question as to the necessity of these lists, if the American Printing House for the Blind, the most important of the printing presses, could arrange to announce its new publications quarterly instead of annually as at present.

LUCILLE A. GOLDSWAITE,  
LAURA M. SAWYER,

#### WORK WITH THE FOREIGN-BORN

The present committee, all of whom are directly engaged in library work with the foreign born, assumed office with a serious

purpose to make the work of the committee so definite and concrete that it might be of practical value to the whole profession. We desired to bring together a record of effort in this line which might prove a guide or a warning to librarians initiating such work, and which might be of practical help generally. As it is our experience that methods to be used and results reasonably to be expected differ according to the race with whom work is attempted, we designed to collect our information along racial lines, with the hope that each member of the committee might be able to become so thoroughly informed as to be able to speak with authority regarding work with one or more groups. The following outline was adopted as representing the sort of information to be sought, although it was not expected that all points would be covered in regard to each race:

#### General Outline for Articles on Library Work with Individual Immigrant Groups

##### I. The Race.

- A 1. Definition (fuller for less known races).
2. Situation in lands from which they come.
3. Education in lands from which they come.
4. Racial characteristics and temperament, such as influence inclination for books and reading.
5. Reasons for emigration as influencing attitude toward cultural opportunities.

##### B Situation in the U. S.

1. Geographical distribution.
2. Solidarity as a group.
3. Organization as a group.
4. Education in America.
  - Adults.
  - Second generation.
5. Occupations.
6. Living conditions, including amount of leisure time.
7. Natural choice of recreation.

##### II. Methods of Approach of Libraries.

1. Individual—cumulative.
2. Collective.
  - Through propinquity.
  - Through religious organizations.
  - Through fraternal organizations.

Through labor organizations.  
Through political organizations.  
Through study classes.

## III. Literary Tastes.

1. English books preferred.
  - Romance—what style?
  - Useful information.
  - History.
  - Any other subjects.
 Mention outstanding preferences as to authors or individual titles.
2. Native literature.
  - General character and volume.
  - Favorite types.
    - Folktale.
    - Epic song.
    - Psychological fiction.
    - Other types.
 Availability for purchase at present in the U. S. This should be as specific as possible, with names of dealers, character of bindings, etc.
3. Periodical publications.
  - European publications suggested and characterized.
  - American publications, with full data as to publisher, place and price, frequency of publication, and characterized as general news, local, national, international, clerical. Society organ (naming society), socialist, labor, radical, etc.

Assignments of topics were made and accepted as follows:

- Miss Horton—Mexicans, Armenians, Orientals, and the Russian Mol'ykani.
- Miss Gratia—Roumanians, Serbs.
- Miss Ellis—Yiddish-speaking Jews (for New York City only).
- Mrs. Ledbetter—Czechoslovaks, Poles and other Slavs.

Each of these workers has devoted to her subject as much time and trouble as her regular duties permitted, and has a considerable body of information on hand; but no article is yet available for publication. It is possible that the plan as a whole is too exacting to be carried through by workers who have no regular time to give it; but we are not yet ready to admit it.

Another plan was to prepare a list of publications on United States history and citizenship in the immigrant lan-

guages; this is desirable because many such publications are issued by the foreign language press, and are never listed in the ordinary trade channels. The chairman has the compilation to date, but here too there has been discouragement, as some of the titles have been found to be out of print, so that the whole list needs verification as to present availability.

Conceiving our duty as two-fold, first to assist other librarians, and second to extend knowledge of library opportunities among the foreign-born, we projected also a short series of brief articles for the foreign language press, of which only the first one has been given out. (Copy appended). While this was made general and of wide possible application, it was understood that changes and adaptation were entirely acceptable. It would have been possible to place this in a wholesale way, but we felt that the personal acquaintance with foreign-language editors was a desideratum, and we therefore have sought first those papers which we could reach personally. As a result of this method, many editors have wished to add a paragraph about the local library, which we felt added value to the general information. It is not possible at present to state just how many papers have used this article, either directly or as a basis for one of their own, but a scrapbook of illustrative specimens will be shown at the A. L. A. meeting at Swampscott.

Our experience in writing for the foreign language press leads us to feel that the most successful article is the one in which a single idea is expressed with great simplicity and clearness. Mr. Carnegie's name was brought into this article for the reason that we find great misunderstanding as to what a "Carnegie Library" is; many of the foreign-born having the idea that a "Carnegie Library" is something entirely different from a "Free Public Library." Other articles projected but not yet brought out are on "What the Public Library has for Women"; "How the Public Library Can Help You to Become a Citi-

zen"; "Where to Get Books if You Have no Public Library" (traveling libraries).

In extenuation of the smallness of our actual achievement in these lines, we wish to explain, first that the committee was not formally appointed until late in December, thereby cutting the time for accomplishment very short and throwing it into the period of the year when we were all excessively busy; second, that most of the members of the committee are not so situated as to have regular stenographic service, and some have not even typewriters, thus making the necessary correspondence quite a burden; and finally, that we are all so busy working with the foreign-born that we have very little time to spend in talking about them.

The chairman of the committee, by arrangement with the president of the A. L. A. and the librarian of the Cleveland Public Library, represented the association at the Ohio State Americanization conference in Columbus in November, 1920; and will also represent it at the National Conference of Social Work in Milwaukee, where she is being sent as the official representative of the Protestant Episcopal Diocese of Ohio. She has given a course of lectures on "Library Work with the Foreign-Born" to the Library School of Western Reserve University and to the Pittsburgh Library School; and all the members of the committee have in their personal relations with the foreign-born, been very keen to extend the influence, not alone of their own institutions, but of libraries in general, so that all the foreign-born may learn of the opportunities there awaiting them.

Respectfully submitted,

ELEANOR E. LEDBETTER, Chairman

Sample Article

An American institution of especial interest and value to our people is the Free Public Library. In Europe libraries were

only for the learned and few of us ever had the opportunity to use them. In America, on the contrary, the public library is free to every one. It is the place where every person can get a book of instruction, a romance for entertainment, or periodicals for information regarding the events of the day.

Books contain the wisdom of all past ages. No man who can read need be ignorant if he has access to a public library. Andrew Carnegie attributed his success in life to the books he had read as a boy. When he became a rich man, he determined to devote a part of his fortune to the founding of libraries, in order that every ambitious boy of later generations may have the opportunities to read and to learn from books. Mr. Carnegie knew that the American people do not wish to be objects of charity, so he gave buildings only, leaving each community to furnish its own books and to maintain its own institution. Thus every tax-payer is a supporter of the public library, which is a part of the public educational and recreational system.

Some public libraries, like those in St. Louis and Cleveland, have books in all the languages used by residents of those cities, so that all alike may have opportunity to read and to learn. All libraries would gladly buy such books if they were petitioned to do so. It is, however, still very difficult to get books from Europe, and it seems best that our people should at present try to make as much use as they can of the English books, at the same time registering a request for the addition of books in their native tongue for the benefit of the old people who are not able to feel at home in the English. Those who do not read should at least visit their libraries and see this important and valuable public institution.

## FINANCIAL REPORTS, 1920-21

### FINANCE COMMITTEE

In accordance with the provisions of Section 12 of the Constitution, your Finance Committee submits the following report:

The probable income of the Association for 1921 from its various funds has been estimated by the Committee and the Executive Board has from time to time

made appropriations within these amounts. These budgets, setting forth the incomes as estimated, have been printed in the *Bulletin* for January (pp. 13-14), and May (pp. 67, 68, 72-74), and it is therefore unnecessary to report their details herewith.

The committee has this past year instituted a departure from the practice of previous years. Instead of having had the various accounts of the association audited by the members of the committee, it has engaged for the necessary audits the services of a certified public accountant, Messrs. Marwick, Mitchell and Company, of New York and Chicago, the firm which from time to time in the past three years has audited the accounts of the Library War Service of the A. L. A. This step seemed to the committee desirable and to warrant the expense incurred in view of the larger financial obligations involved.

This firm has, under the committee's instructions, audited the following funds of the association for the year 1920:

American Library Association—General Funds.

James L. Whitney Fund.

American Library Association Publishing Board.

American Library Association War Funds.

Enlarged Program Campaign Funds.

Books for Everybody Funds.

The disbursements made from these various funds were verified by reference to the supporting vouchers and cancelled checks, and the various cash balances and securities held by the association, deposited in bank, or in the hands of the trustees of the endowment fund, were also found to agree with the balances reported by the treasurer of the Association and by the trustees, except for minor differences in two or three instances caused by the inclusion of interest for the month of December, 1920, in the treasurer's report and its non-inclusion in the auditor's report.

The afore-mentioned audits, having been examined and approved by the Finance Committee, were (with the exception of that of the A. L. A. Publishing Board)

from time to time placed before the executive board and adopted by that body.

The auditors also at the committee's request made a report on the receipts and expenditures of the war funds from August 1, 1917, to December 31, 1920. This report is printed in the *Bulletin* for May, 1921 (p. 75).

At the committee's request the auditors also extended the audit of the accounts of the Committee on Enlarged Program from January 1, 1921, to February 15, 1921, at which date this account was closed.

The securities in the custody of the trustees of the endowment fund have been, as hereinbefore intimated, examined and checked by the certified public accountant, and the committee finds that this audit agrees with the annual report of the trustees for the fiscal year ended January 15, 1921.

The accounts of the James L. Whitney Fund, which are in the hands of the Treasurer, have been examined and found to be as stated by him in his annual report.

Respectfully submitted,

HARRISON W. CRAVER,

AZARIAH S. ROOT,

GEORGE B. UTLEY, Chairman.

June 6, 1921.

#### TRUSTEES OF ENDOWMENT FUND

The Trustees of the Endowment Fund beg leave to submit the following statement of the accounts of their trust for the fiscal year ending January 15, 1921:

No change in investments during the year occurred.

The usual audit of the investments and accounts of the trust was made by the Messrs. Marwick, Mitchell & Co., certified public accountants.

Respectfully submitted,

M. TAYLOR PYNE,

WM. W. APPLETON,

EDWARD W. SHELDON,

Trustees, Carnegie and Endowment Funds, American Library Association.

New York, April 11, 1921.

## Carnegie Fund, Income Account

1920						
January	15	Balance	.....		\$1,580.27	
February	1	Int. New York Central	.....		300.00	
February	1	Int. Missouri Pacific	.....		375.00	
March	1	Int. Seaboard Air Line	.....		200.00	
March	15	Int. U. S. Bond	.....		7.42	
May	1	Int. Cleveland Terminal	.....		300.00	
May	1	Int. United States Steel	.....		437.50	
July	1	Int. Western Union Telegraph	.....		375.00	
July	1	Int. American Telephone and Telegraph	.....		300.00	
August	2	Int. New York Central	.....		300.00	
August	2	Int. Missouri Pacific	.....		375.00	
September	1	Int. Seaboard Air Line	.....		200.00	
September	15	Int. U. S. Government 4 1/4	.....		7.46	
November	1	Int. Cleveland Terminal	.....		300.00	
November	1	Int. United States Steel	.....		437.50	
December	2	Int. on deposits	.....		79.62	
1921						
January	3	Int. Western Union Telegraph	.....		375.00	
January	3	Int. American Telephone and Telegraph	.....		300.00	
						\$6,249.77

## Disbursements

1920						
April	12	E. D. Tweedell, treasurer	.....		\$2,000.00	
November	12	E. D. Tweedell, treasurer	.....		3,000.00	
December	2	United States Trust Company Commission	.....		75.00	
1921						
January	15	Cash on hand, United States Trust Company	.....		1,174.77	
						\$6,249.77

## Endowment Fund, Principal Account

1920						
January	15	On hand, bonds and cash	.....		\$9,261.84	
February	2	Life Membership, A. D. Edwards	.....		25.00	
February	2	Life Membership, M. A. Hayes	.....		25.00	
February	2	Life Membership, A. A. Jones	.....		25.00	
February	2	Life Membership, M. Leathman	.....		25.00	
February	2	Life Membership, I. E. Morgan	.....		25.00	
February	2	Life Membership, S. W. Vaight	.....		25.00	
February	2	Life Membership, I. D. Mudgets	.....		25.00	
April	2	Life Membership, R. Griffith	.....		25.00	
July	8	Life Membership, M. P. Robinson	.....		25.00	
December	3	Life Membership, A. Taylor	.....		25.00	
December	3	Life Membership, A. R. Curry	.....		25.00	
December	9	Life Membership, A. E. Peck	.....		25.00	
						\$9,561.84

## Invested as follows:

					Cost
1908					
June	1	2	U. S. Steel Corporation Sinking Fund Gold 5% Bonds	98 1/2	\$1,970.00
October	19	2	U. S. Steel Corporation Sinking Fund Gold 5% Bonds	102 5/8	2,000.00
November	5	1 1/2	U. S. Steel Corporation Sinking Fund Gold 5% Bonds	101	1,500.00
1910					
July	27	1 1/2	U. S. Steel Corporation Sinking Fund Gold 5% Bonds	102 1/2	1,500.00
1913					
December	8	1	U. S. Steel Corporation Sinking Fund Gold 5% Bond	99 1/8	991.25
1919					
May	7		U. S. Victory Loan 4 3/4 %		700.00
1921					
January	15		Cash on hand, United States Trust Co.		900.59
					\$9,561.84

## Endowment Fund, Income Account

1920			
May	1	Int. U. S. Steel Bonds.....	\$ 200.00
June	15	Int. U. S. 4 $\frac{3}{4}$ .....	16.59
November	1	Int. U. S. Steel Bonds.....	200.00
December	15	Int. U. S. 4 $\frac{3}{4}$ .....	16.66
			<hr/>
			\$ 433.25

## Disbursements

1920

April	12	E. D. Tweedell, Treasurer.....	\$ 200.00
July	9	Exchange on check.....	.10
November	12	E. D. Tweedell, Treasurer.....	216.49
December	4	Exchange on check.....	.10
December	9	Exchange on check.....	.10
1921			
January	15	Cash on hand, United States Trust Co.....	16.46
			<hr/>
			\$ 433.25

## Carnegie Fund, Principal Account

Cash donated by Mr. Andrew Carnegie.....	\$100,000
Invested as follows:	

Date of Purchase. Cost. Book Value.

June 1, 1908	5,000	American Telephone and Telegraph Company 4% Bonds due July 1, 1921, interest Jan- uary and July.....	96 $\frac{1}{2}$	\$ 4,825.00
June 1, 1908	10,000	American Telephone and Telegraph Company 4% Bonds due July 1, 1929, interest Jan- uary and July.....	94 $\frac{3}{4}$	9,437.50
June 1, 1908	15,000	Cleveland Terminal and Valley Railroad Com- pany First Mortgage 4% Bonds due Novem- ber 1, 1995, interest May and November ..100		15,000.00
June 1, 1908	10,000	Seaboard Air Line Railway (Atlanta-Birm- ingham Division) First Mortgage 4% Bonds due May 1, 1933, interest March and September .....	95 $\frac{1}{2}$	9,550.00
June 1, 1908	15,000	Western Union Telegraph Company Colla- teral Trust 5% Bonds due January 1, 1938, interest January and July.....	108 $\frac{1}{2}$	15,000.00
June 1, 1908	15,000	New York Central and Hudson River Rail- road Company, Lake Shore Collateral 3 $\frac{1}{2}$ % Bonds were exchanged February 10, 1916, for		
	15,000	New York Central Railroad Company Consol- idation Mortgage Gold 4% Bonds, Series "A," due February 1, 1998, interest Feb- ruary and August.....	90	13,500.00
June 1, 1908	15,000	Missouri Pacific Railroad Company Collat- eral Trust 5% Bonds were exchanged for		
	15,000	Missouri Pacific Railroad Company First and Refunding Mortgage Gold 5% Bonds due 1923, Series "B," interest February and August .....	104 $\frac{3}{4}$	15,000.00
May 3, 1909	13,000	United States Steel Corporation Sinking Fund Gold 5% Bonds due April 1, 1963, interest May and November.....	104	13,000.00
Aug. 6, 1909	1,500	United States Steel Corporation Sinking Fund Gold 5% Bonds due April 1, 1964, in- terest May and November.....	106 $\frac{3}{4}$	1,500.00
July 27, 1909	1,000	United States Steel Corporation Sinking Fund Gold 5% Bonds due April 1, 1963, interest May and November.....	102 $\frac{1}{2}$	1,000.00

May 11, 1916	1,000	United States Steel Corporation Sinking Fund Gold 5% Bonds due April 1, 1963, interest May and November.....	105½	1,000.00
May 2, 1917	1,000	United States Steel Corporation Sinking Fund Gold 5% Bonds due April 1, 1963, interest May and November.....	105½	1,000.00
	<hr/> 102,500			<hr/>
Jan. 15, 1921		United States Trust Company on deposit....		\$99,812.50
				187.50
				<hr/> \$100,000.00

The surplus account was increased \$100.00 during 1917 by Premium received on one United States Steel Corporation Sinking Fund Gold 5% Bond called in at 110, making the surplus account \$350.00, invested in Liberty Bonds May 7, 1918, Third Liberty Loan, 4½%.

**TREASURER'S REPORTS, JANUARY 1  
TO MAY 31, 1921**

The annual reports for the calendar year 1920 for all funds except War Funds and Endowment Funds were printed in the January Bulletin. The annual report of the War Funds was printed in the May Bulletin. The annual report of the Trustees of the Endowment Fund and of the Finance Committee are printed here.

The financial statements of the Treasurer for January 1 to May 31, 1921, are printed here for information.

**GENERAL FUNDS**  
**Receipts**

Balance, January 1.....	\$ 7,379.02
Membership—Annual dues .....	10,672.30
Life memberships .....	325.00
War Funds (for year 1921).....	8,300.00
Interest .....	107.45
	<hr/>
	\$26,783.77

**Expenditures**

Bulletin .....	\$ 3,875.04
Conference .....	313.85
Committees .....	502.42
Salaries .....	6,554.50
Additional service .....	627.20
Supplies .....	483.76
Postage, telephone and telegraph .....	241.47
Miscellaneous .....	240.36
President's Contingent Fund .....	68.97
Travel .....	156.81
Trustee's Endowment Fund .....	325.00
Balance, May 31.....	13,389.37
	<hr/>
	\$26,783.77

**PUBLISHING BOARD FUNDS**  
**Receipts**

Balance, January 1.....	\$ 1,955.31
Sale of publications.....	7,698.93
Sale of books (review copies).....	630.00
Interest .....	5.65
	<hr/>
	\$10,289.89

**Expenditures**

Salaries .....	\$ 3,124.95
Printing Booklist.....	1,805.94
Advertising .....	316.04
Express and postage.....	445.01
Supplies .....	551.81
Incidentals .....	230.30
Travel .....	278.19
Publications .....	2,956.07
	<hr/>
Balance, May 31.....	581.58
	<hr/>
	\$10,289.89

**JAMES L. WHITNEY FUND**

**Receipts**

Principal and interest, Jan- uary 1, 1921.....	562.46
Interest, January 1, 1921.....	8.34
Sixteenth installment, January 21, 1921.....	32.44
April 15, Liberty Bond coupons	12.74
	<hr/>
	\$ 615.98

On Jan. 10, 1921, Liberty Bonds of Fourth Liberty Loan, par value, \$600 were purchased for \$530.68, leaving a cash balance of \$85.30 deposited in Savings Account Union Trust Company.

**WAR FUNDS**

**Receipts**

Balance on hand, January 1.....	\$ 72,816.62
Refund Enlarged Program.....	21,111.51
United War Work Campaign.....	107,933.75
Books for Everybody Fund—for Hospital work .....	312.50
Books for Everybody Fund— Books for the blind.....	578.33
American Security and Trust Company, Washington, D. C., Balance account* .....	433.71
Interest .....	730.89
Miscellaneous .....	8,609.41
	<hr/>
	\$212,525.72

**Expenditures**

Headquarters .....	\$ 3,300.00
Books for the Blind .....	583.91
Paris .....	14,873.38
Coblenz .....	3,115.98
Merchant Marine .....	2,179.76
Hospitals .....	29,189.50
Navy .....	3,500.00
Miscellaneous .....	6,254.23
	<hr/>
	67,996.76

Balance on hand, May

31st .....

82,649.27

Balance on hand, Li-  
berty Bonds and War  
Savings Certificates  
and Stamps. (Par  
Value) .....

31,585.75

Balance on hand 5 1/4 %

U. S. Gov. Cert. of

Indebtedness .....

25,011.21

Balance on hand, Li-  
brarians and Agents. 5,282.73

144,528.96

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\$212,525.72

\*A balance of \$583.71 remained in the American Security & Trust Company, Washington, D. C. War Fund Account, due to the failure of certain persons and firms to present their checks for payment. This balance was transferred to War Fund Account in Chicago on May 12, 1921. \$150.00 was credited to the Librarians and Agents Account, as being a refund from the Philippine Islands representative. The balance, \$433.71, is the figure shown here.

**ENLARGED PROGRAM CAMPAIGN****FUNDS****Receipts**

Balance on hand, January 1....	\$ 1,623.77
Supplementary refunds, January and February .....	66.57
Interest, January and February.....	34.21
	<hr/>
	\$ 1,724.55

**Expenditures**

Miscellaneous .....	\$ 97.58
Transferred to Books for Everybody Fund as per vote of Executive Board, Dec. 28, 1920 .....	1,626.97
	<hr/>
	\$ 1,724.55

Account closed February 15, 1921.

**BOOKS FOR EVERYBODY FUND****Receipts**

Balance on hand, January 1.....	\$51,229.99
New cash contributions and payments on pledges.....	8,247.84
Transfer from Campaign Fund....	1,626.97
Interest .....	328.78
	<hr/>

**Expenditures**

Refund to War Funds, final payment on loan \$15,074.31	
Immigrant Publication Society (Its share of receipts, New York City) .....	2,000.00
	<hr/>

Refund to War Funds for Books for the Blind .....	1,615.53
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Transferred to Campaign Fund (Deposited in Books for Everybody Fund by mistake) .....	1,197.43
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Endowment Fund—cash	\$19,447.21
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Endowment Fund—Liberty Bonds ..	1,000.00
	<hr/>
	20,447.21

Transferred to War Funds for Hospital work .....	312.50
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Refunds .....	1,404.31
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Salaries and additional service .....	379.51
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Supplies .....	56.21
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Express, postage, telephone and telegraph .....	34.10
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Printing and publications .....	97.56
	<hr/>

Balance on hand, June 1.....	42,618.67
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	18,814.91
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\$61,433.58	
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Respectfully submitted,

EDWARD D. TWEEDELL,

Treasurer.

In order to include all reports, printing was delayed until the last few days preceding the conference. Mistakes are therefore inevitable. Committee chairmen and others are urged to call our attention to the errors which they discover.

C. H. M.

UNIVERSITY OF ILLINOIS LIBRARY

JUL 15 1921











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